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CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT

Notice & Agenda

Operations Committee
Regular Meeting

Wednesday, January 21, 2004
11 Grove Street
1st Floor Conference Room
4:00 p.m.

COMMISSIONERS

The Honorable Arlene Rodriguez, Chair
The Honorable Alan Mok
The Honorable Paul Pelosi, Jr.

Emily Rogers, Commission Secretary

PLEASE NOTE: Although a quorum of the Hydrogen and Renewable Energy Committee may be present, no Hydrogen and Renewable Energy Committee issues will be discussed or acted upon at this meeting.

DOCUMENTS DEPT.

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Disability Access

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	Order of Business
1.	Call to Order and Roll Call
2.	ACTION: Adoption of Minutes of the July 16, 2003 Special Meeting and October 15, 2003 Operations Committee Regular Meeting* (Explanatory Document: Minutes of July 16, 2003 Special Meeting and October 15, 2003 Operations Committee Regular Meeting)
3.	Presentation: Fiscal Year 2004-2005 Draft Budget <i>Staff: David Assmann, Deputy Director Ami Biligiri, Finance and Administration Manager</i>
4.	Presentation: Draft Strategic Plan for Environmental Justice Program <i>Staff: Anne Eng Anne Eng, Environmental Justice Program Manager</i>
5.	Discussion: Past and Current Environmental Justice Grants • Discussion of grant awarded to Literacy for Environmental Justice • Discussion of grant awarded to Tetra Tech, Inc. • Discussion of Evaluation Strategies <i>Staff: Anne Eng</i>
6.	Discussion: Process for Environmental Justice Grants Program <i>Staff: Anne Eng</i>
7.	Information: Updated Budget Report Fiscal Year 2003-2004 <i>Staff: Ami Biligiri</i>
8.	New Business • Update on future agenda planning
9.	Public Comment
10	Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT

APPROVED MINUTES

Operations Committee
Regular Meeting

Wednesday, January 21, 2004
11 Grove Street
1st Floor Conference Room
4:00 p.m.

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Order of Business

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1. **Call to Order and Roll Call**

- The meeting was called to order at 4:10 p.m. Commissioners Mok, Pelosi, and Rodriquez were present.

2. **ACTION:**

- Upon motion by Commissioner Mok and second by Commissioner Pelosi the minutes of the July 16, 2003 Special Meeting and October 15, 2003 Operations Committee Regular Meeting were unanimously adopted.

3. **Presentation:** Fiscal Year 2004-2005 Draft Budget

- Director Jared Blumenfeld began the presentation by offering a brief overview of the economic outlook of the City. He briefly reviewed the budget instructions and the development process. Mr. Blumenfeld noted, although the Department of the Environment operates independently of General Fund support it is still obligated to follow the directives of the Mayor and the Controller to reduce its budget expenses. Ami Biligiri, Finance and Administration Manager, then reviewed the figures for the 2004-2005 Draft Budget noting areas of significant change.

7. **Information:** Updated Budget Report Fiscal Year 2003-2004

- Ms. Biligiri briefly updated the Committee on the department's current budget performance through the 2nd quarter.

4. **Presentation:** Draft Strategic Plan for Environmental Justice Program

- Anne Eng, Environmental Justice ("EJ") Program Manager, gave a brief overview of the EJ Program. There are currently four (4) members of the EJ team. Ms. Eng also offered a historical overview of the program, functions and its activities. She then reviewed the fiscal and program goals and objectives of the EJ Program as outlined in the Strategic Plan. She is currently working with staff to explore models to expand and strengthen the program.

5. and 6. Discussion: Past and Current Environmental Justice Grants and Process for Environmental Justice Grants Program

- Ms. Eng led the Committee in a discussion of successes and challenges of grants awarded to Literacy for Environmental Justice (LEJ) and Tetra Tech, Inc. Dana Lanza of LEJ discussed the organizations request to amend its original plan to build an environmental classroom at Heron's Head Park. Due to cost prohibitive structural issues the organization was forced to consider alternate sites for the project. A suitable site was located at McClaren Park; however, this location is located outside of Bayview Hunters Point. While this is a bit of a disappointment, the new location is actually more accessible to Bayview Hunter Point children youth, because of its close proximate to local public schools that have a high Bayview Hunters Point student population.

After careful consideration and consultation with the attorney, it was determined by the EJ staff, that the project would still provide service, be of value and benefit to the Bayview Hunters Point community and, further that the proposed amendment to the project was consistent with the intended use of the grant funds. Discussions ensued. James Morrison a member of the public expressed concern about the project's viability and accessibility for Bayview Hunters Point youth. He was also concerned about departmental procedures and processes with respect to monitoring the EJ grants.

The Tetra Tech solar wind and education project has expired. The work was not completed. There is a \$150, 000 dollars left in the grant. A solar panel was constructed however it has not been placed. The EJ team is currently looking for a suitable site to locate the solar panel.

- A discussion of program evaluation strategies ensued. The Committee requested that the EJ team look at is current practices and make revisions as necessary to promote efficiency in the process. Ms. Eng noted that the grant approval process is being streamlined; evaluations and approvals will be conducted in-house with Commission participation and oversight and with the final approval at the discretion of the Director.

8. New Business

- Each Department division should regularly present / report program success and challenges as they relate to the goals and objectives outlined in the Strategic Plan.
- Role of the Committee in terms of program support.

9. Public Comment

- James Morrison asked that the Committee to look into the grantee selection process.

10. Adjournment: The meeting was adjourned at 5:45 p.m.

Respectfully Submitted,

Emily Rogers
Commission Secretary



CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT

Notice & Agenda

Operations Committee
Regular Meeting

Wednesday, April 21, 2004
11 Grove Street
1st Floor Conference Room
4:00 p.m.

COMMISSIONERS

The Honorable Arlene Rodriguez, Chair
The Honorable Alan Mok
The Honorable Paul Pelosi, Jr.

Emily Rogers, Commission Secretary

PLEASE NOTE: Although a quorum of the Hydrogen and Renewable Energy Committee may be present, no Hydrogen and Renewable Energy Committee issues will be discussed or acted upon at this meeting.

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Order of Business	
1.	Call to Order and Roll Call
2.	ACTION: Adoption of Minutes of the January 21, 2004 Operations Committee Regular Meeting* (Explanatory Document: Minutes of January 21, 2004 Operations Committee Regular Meeting)
3.	Presentation: Fiscal Year 2004-2005 Draft Budget Updates and Updated Budget Report Fiscal Year 2003-2004 <i>Staff: David Assmann, Deputy Director Ami Biligiri, Finance and Administration Manager</i>
4.	Presentation: Update on Environmental Justice Grant Procedures and Fundraising Efforts <i>Staff: Anne Eng, Environmental Justice Program Manager</i>
5.	New Business Update on future agenda planning
6.	Public Comment
7.	Adjournment

*Copies of explanatory documents are available to the public at the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Commission's webpage <http://www.sfgov.org/sfenvironment/aboutus/policy/commission.htm>; or, upon request to the Commission Secretary, at the above address or telephone number 415-355-3709, or via e-mail at emily.rogers@sfgov.org within three business days of a meeting.

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Commission on the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102



SF Environment



**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT**

APPROVED Minutes

**Operations Committee
Regular Meeting**

**Wednesday, April 21, 2004
11 Grove Street
1st Floor Conference Room
4:00 p.m.**

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Order of Business

1. **Call to Order and Roll Call:** Commissioner Mok called the meeting to order at 4:05 p.m. Commissioners Alan Mok and Paul Pelosi, Jr. were present.
2. **ACTION:** The minutes of the January 21, 2004 Operations Committee Regular Meeting were unanimously adopted.
3. **Presentation:** Fiscal Year 2004-2005 Draft Budget Updates and Updated Budget Report Fiscal Year 2003-2004
 - Deputy Director David Assmann reported on the status of the Department's fiscal year 2003-2004 budget to date. It is anticipated that the department will show a small surplus at the close of the year. He does not anticipate any shortages in any areas.
 - Mr. Assmann then reviewed the projected expenditures and revenues for the coming fiscal year. He reviewed the Department's sources of financial support, noting that he is working on securing funding commitments from various private sources as well as, other city departments. Mr. Assmann concluded by reviewing the process and timeline for adopting the budget.
4. **Presentation:** Following a brief history of the Environmental Justice Division's ("EJ") history and overview of activities to date, Anne Eng, Environmental Justice Program Manager updated the Committee on EJ grant procedures and current fundraising efforts. They have submitted a Letter of Intent to submit a grant proposal requesting funding to the Sultan Settlement Fund in order to develop a farmer's market in Bayview Hunters Point. In an effort to establish standards in grant management, Ms. Eng along with members of the Environmental Justice team engaged the Committee in a discussion on draft document outlining procedures for amending grants. The document has been developed in order to ensure all phases of the grant management practices are consistent and objective. Ms. Eng concluded with a brief update on the Living Classroom Grant.
5. **New Business**
 - No new business was introduced.
6. **Public Comment:** There were no comments from the public at this time.
7. **Adjournment:** The meeting was adjourned at 4:59 p.m.

Respectfully Submitted,
Emily Rogers, Commission Secretary



CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT

Notice & Agenda

Operations Committee
Regular Meeting

Wednesday, July 21, 2004
11 Grove Street
1st Floor Conference Room
4:00 p.m.

COMMISSIONERS

The Honorable Arlene Rodriguez, Chair
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The Honorable Paul Pelosi, Jr.

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Order of Business

1. Call to Order and Roll Call

2. **Action:** Adoption of Minutes of the April 21, 2004 Operations Committee Regular Meeting* (Explanatory Document: Minutes of April 21, 2004 Operations Committee Regular Meeting)

3. **Information:** 2003-2004 Fiscal Year-end Budget Report.

- *Staff: Ami Biligiri, Finance and Administration Manager*

4. **Information:** 2004-2005 Fiscal Year Draft Budget updates.

- *Staff: Ami Biligiri, Finance and Administration Manager*

5. **Information:** Update on grant making activities, procedures and fundraising efforts.

- *Staff: Shawn Rosenmoss, Fundraising Coordinator*

6. **Information:** Environmental Justice Program Priorities for the Next Grant Cycle and Job Training Initiatives.

- *Staff: Anne Eng, Environmental Justice Program Manager*

7. **Information:** Amending the Grant Agreement with the Bayview Hunters Point Health and Environment Resource Center in the amount of \$14,674.94, to be used for the enhancement and development of funding strategies for the expansion of the Southeast Health Center. This is a "no cost" extension of the expired (December 2003) HERC grant agreement to develop a needs assessment and feasibility study for the expansion of the Southeast Health Center.

- *Staff: Anne Eng, Environmental Justice Program Manager*

8. **Information:** Amending the Grant Agreement with the Bayview Hunters Point Community Advocates Alternative Community Energy ("ACE") Solar Project to install solar energy systems on the rooftops of Bayview resident's homes and train local residents in solar panel installation to specify and amount not exceed \$1,500,000.

- *Staff: Anne Eng, Environmental Justice Program Manager*

9. New Business

- Update on future agenda planning

10. Public Comment

11. Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
Commission on the Environment

DRAFT MINUTES

Operations Committee
Regular Meeting

Wednesday, July 21, 2004
11 Grove Street
1st Floor Conference Room
4:00 p.m.

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Order of Business

1. **Call to Order and Roll Call:** The meeting was called to order 4:15 p.m. Commissioners Mok, Pelosi, and Rodriguez were present.
2. **Action:** Upon motion by Commissioner Pelosi and second by Commissioner Mok, the minutes of the April 21, 2004 Operations Committee Regular Meeting were unanimously adopted.
3. **Information:** 2003-2004 Fiscal Year-end Budget Report.
 - Ami Biligiri, Finance and Administration Manager, reviewed the 2003-2004 fiscal year budget report for the department. There was no overspending. There are still a few outstanding reimbursements, once collected will reduce negative balances.
4. **Information:** 2004-2005 Fiscal Year Draft Budget updates.
 - Ms. Biligiri reported on the 2004-2005 Fiscal Year budget development and adoption process. The budget is awaiting Board of Supervisors final approval. She briefly reviewed the proposed budget details. While there were some cut backs, the department will not have to make any big operational adjustments.
5. **Information:** Update on grant making activities, procedures and fundraising efforts.
 - Staff: Shawn Rosenmoss, Fundraising Coordinator is responsible for identifying and responding to solicitations and drafting unsolicited proposals for funding opportunities. She works closely with divisional managers and the Director in this effort. The fundraising efforts are largely driven by the goals and objectives identified in the department's strategic plan. Ms. Rosenmoss then reviewed the list of proposals she is working on currently as well as recent awards the department has received. Please see attached list. She now has an intern working with her to assist with researching and shopping proposals / concepts and identifying projects that need support. Ms. Rosenmoss is also working with Generation Earth the "non-profit arm" of the Department of the Environment to raise funds for World Environment Day 2005. World Environment Day planning meetings are every Thursday at 4:00 p.m. here at the department. The committee thanked and congratulated Ms. Rosenmoss for hard work and successful fund raising efforts.

Discussion ensued. The committee briefly addressed the need to balance the role of leveraging money for the City in terms of private money pass through versus going directly to non-profit community based organizations. Opportunities to collaborate with the community-based organizations should be explored when appropriate especially to avoid competition with environmental justice organizations.

Grants Received

Amount	Grantor	Description	Program Application
\$20,000	Environmental Protection Agency	BAYCAMP: Air monitoring station in Bayview Hunters Point	Environmental Justice / Clean Air
\$150,000	State of California	Farmer's Market in Bayview Hunters Point	Environmental Justice
\$30,000	Environmental Protection Agency	Greening hospitals	Toxics
\$150,000	Environmental Protection Agency	Joint Grant with Redevelopment Agency for Brownsfields remediation in Western Addition. Approximately \$20, 000 to SFE	Outreach
\$20,000	PG&E Safe Tree	Urban Forest Plan Development	Urban Forest

Grants Proposals Pending

Amount Requested	Grantor	Description	Program Application
\$30,000	Environmental Protection Agency	To provide outreach to seniors on toxics	Toxics
TBD	Environmental Protection Agency	Air toxics monitoring. Joint application with Bay Area Air Quality Management District	Clean Air
TBD	Environmental Protection Agency	Arsenic treated wood sealant assessment. Joint application with Consumer Action Network	Toxics
\$150,000	Altamont Education Advisory Board	Food to Flowers Program	School Education
\$20,000	Lisa and Douglas Goldman Fund	Urban Forest Plan Development	Urban Forest
\$100,000	Department of Housing and Urban Development	Joint application with Asian Neighborhood Design to do a youth build project	Green Building
\$75,000	Environmental Protection Agency	Watershed protection coordinator	Clean Water
\$118, 000	Department of Conservation	Away from home recycling	Zero Waste

6. Information:

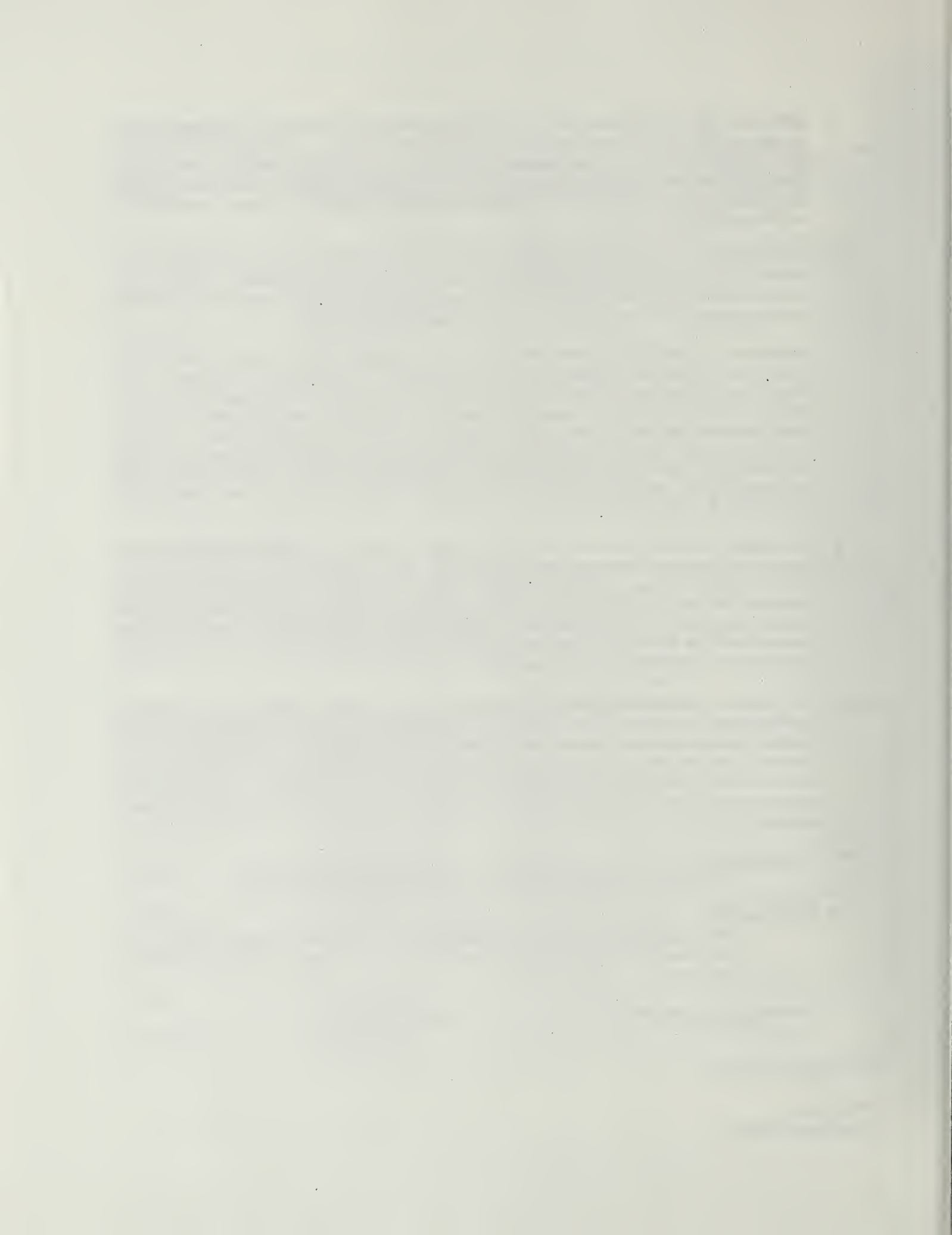
- Staff: Anne Eng, Environmental Justice ("EJ") Program Manager discussed the Environmental Justice program priorities for the next grant cycle and job training initiatives. The program will focus on special projects as well as its grant management activities. She discussed challenges of getting local support and attendance at the EJ team's organizational development workshops and other professional development clinics for grantees. It was suggested that grantees attendance at these workshops be a condition of funding.

The Department recently received \$150,000 to open a farmer's market in Bayview Hunters Point. The EJ team will be focusing a considerable amount of time on setting up the market. They are also working with a couple of organizations to do job training. However, the challenge with these efforts is to ensure that trainees develop skills that lead to long-term opportunities.

7. **Information:** Anne Eng discussed developing a Grant Agreement with the Bayview Hunters Point Health and Environment Resource Center in the amount of \$14,674.94, to be used for the enhancement and development of funding strategies for the expansion of the Southeast Health Center. This is a "no cost" extension of the expired (December 2003) HERC grant agreement to develop a needs assessment and feasibility study for the expansion of the Southeast Health Center. Discussion ensued. The committee expressed concern that HERC previously received a large grant with limited outcomes. The committee expressed concern about HERC's capacity to follow through with development of the Health Center and raise the necessary funds for the Health Center estimated to cost between \$13 - \$17 million.
8. **Information:** Anne Eng discussed amending the Grant Agreement with the Bayview Hunters Point Community Advocates Alternative Community Energy ("ACE") Solar Project to install solar energy systems on the rooftops of Bayview resident's homes and train local residents in solar panel installation to specify an amount not exceed \$1,500,000. Ms. Eng explained this project was previously approved for a grant award of \$1.5 million. The committee expressed concern regarding the inability of the Advocates to facilitate long-term employment opportunities for its interns, after spending \$1.3 million over a three (3) year period.
- The committee discussed the need for more prudent distribution of funds. Projects should be realistic, beneficial to either the greater good or at least a clearly target segment of the community, have clear realistic measurable goals and objectives, cost effective, and high yielding. They suggested the EJ team really take these factors into consideration when looking at grant opportunities, noting that not to do so is not only fiscally irresponsible but is also a disservice to the community. At this point the committee would just like to make the best out of what has been a number of incredibly expensive programs.
9. New Business
 - Update on future agenda planning: Future agendas are to be determined.
10. Public Comment
 - Steve Moss of the Energy Co-op reiterated the committee's sentiment regarding the department's role with community and the values with respect to funding community projects.
11. The meeting adjourned at 6:00 p.m.

Respectfully Submitted,

Emily Rogers
Commission Secretary



CITY AND COUNTY OF SAN FRANCISCO
Commission on the Environment

APPROVED MINUTES

Operations Committee
Regular Meeting

Wednesday, July 21, 2004
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Order of Business

1. **Call to Order and Roll Call:** The meeting was called to order 4:15 p.m. Commissioners Mok, Pelosi, and Rodriguez were present.
2. **Action:** Upon motion by Commissioner Pelosi and second by Commissioner Mok, the minutes of the April 21, 2004 Operations Committee Regular Meeting were unanimously adopted.
3. **Information:** 2003-2004 Fiscal Year-end Budget Report.
 - Ami Biligiri, Finance and Administration Manager, reviewed the 2003-2004 fiscal year budget report for the department. There was no overspending. There are still a few outstanding reimbursements, once collected will reduce negative balances.
4. **Information:** 2004-2005 Fiscal Year Draft Budget updates.
 - Ms. Biligiri reported on the 2004-2005 Fiscal Year budget development and adoption process. The budget is awaiting Board of Supervisors final approval. She briefly reviewed the proposed budget details. While there were some cut backs, the department will not have to make any big operational adjustments.
5. **Information:** Update on grant making activities, procedures and fundraising efforts.
 - Staff: Shawn Rosenmoss, Fundraising Coordinator is responsible for identifying and responding to solicitations and drafting unsolicited proposals for funding opportunities. She works closely with divisional managers and the Director in this effort. The fundraising efforts are largely driven by the goals and objectives identified in the department's strategic plan. Ms. Rosenmoss then reviewed the list of proposals she is working on currently as well as recent awards the department has received. Please see attached list. She now has an intern working with her to assist with researching and shopping proposals / concepts and identifying projects that need support. Ms. Rosenmoss is also working with Generation Earth the "non-profit arm" of the Department of the Environment to raise funds for World Environment Day 2005. World Environment Day planning meetings are every Thursday at 4:00 p.m. here at the department. The committee thanked and congratulated Ms. Rosenmoss for hard work and successful fund raising efforts.

Discussion ensued. The committee briefly addressed the need to balance the role of leveraging money for the City in terms of private money pass through versus going directly to non-profit community based organizations. Opportunities to collaborate with the community-based organizations should be explored when appropriate especially to avoid competition with environmental justice organizations.

Grants Received

Amount	Grantor	Description	Program Application
\$20,000	Environmental Protection Agency	BAYCAMP: Air monitoring station in Bayview Hunters Point	Environmental Justice / Clean Air
\$150,000	State of California	Farmer's Market in Bayview Hunters Point	Environmental Justice
\$30,000	Environmental Protection Agency	Greening hospitals	Toxics
\$150,000	Environmental Protection Agency	Joint Grant with Redevelopment Agency for Brownsfields remediation in Western Addition. Approximately \$20, 000 to SFE	Outreach
\$20,000	PG&E Safe Tree	Urban Forest Plan Development	Urban Forest

Grants Proposals Pending

Amount Requested	Grantor	Description	Program Application
\$30,000	Environmental Protection Agency	To provide outreach to seniors on toxics	Toxics
TBD	Environmental Protection Agency	Air toxics monitoring. Joint application with Bay Area Air Quality Management District	Clean Air
TBD	Environmental Protection Agency	Arsenic treated wood sealant assessment. Joint application with Consumer Action Network	Toxics
\$150,000	Altamont Education Advisory Board	Food to Flowers Program	School Education
\$20,000	Lisa and Douglas Goldman Fund	Urban Forest Plan Development	Urban Forest
\$100,000	Department of Housing and Urban Development	Joint application with Asian Neighborhood Design to do a youth build project	Green Building
\$75,000	Environmental Protection Agency	Watershed protection coordinator	Clean Water
\$118, 000	Department of Conservation	Away from home recycling	Zero Waste

6. **Information:**

- Staff: Anne Eng, Environmental Justice (“EJ”) Program Manager discussed the Environmental Justice program priorities for the next grant cycle and job training initiatives. The program will focus on special projects as well as its grant management activities. She discussed challenges of getting local support and attendance at the EJ team’s organizational development workshops and other professional development clinics for grantees. It was suggested that grantees attendance at these workshops be a condition of funding.

The Department recently received \$150,000 to open a farmer’s market in Bayview Hunters Point. The EJ team will be focusing a considerable amount of time on setting up the market. They are also working with a couple of organizations to do job training. However, the challenge with these efforts is to ensure that trainees develop skills that lead to long-term opportunities.

7. **Information:** Anne Eng discussed developing a Grant Agreement with the Bayview Hunters Point Health and Environment Resource Center in the amount of \$14,674.94, to be used for the enhancement and development of funding strategies for the expansion of the Southeast Health Center. This is a “no cost” extension of the expired (December 2003) HERC grant agreement to develop a needs assessment and feasibility study for the expansion of the Southeast Health Center. Discussion ensued. The committee expressed concern that HERC previously received a large grant with limited outcomes. The committee expressed concern about HERC’s capacity to follow through with development of the Health Center and raise the necessary funds for the Health Center estimated to cost between \$13 - \$17 million.

8. **Information:** Anne Eng discussed amending the Grant Agreement with the Bayview Hunters Point Community Advocates Alternative Community Energy (“ACE”) Solar Project to install solar energy systems on the rooftops of Bayview resident’s homes and train local residents in solar panel installation to specify an amount not exceed \$1,500,000. Ms. Eng explained this project was previously approved for a grant award of \$1.5 million. The committee expressed concern regarding the inability of the Advocates to facilitate long-term employment opportunities for its interns, after spending \$1.3 million over a three (3) year period.

- The committee discussed the need for more prudent distribution of funds. Projects should be realistic, beneficial to either the greater good or at least a clearly target segment of the community, have clear realistic measurable goals and objectives, cost effective, and high yielding. They suggested the EJ team really take these factors into consideration when looking at grant opportunities, noting that not to do so is not only fiscally irresponsible but is also a disservice to the community. At this point the committee would just like to make the best out of what has been a number of incredibly expensive programs.

9. New Business

- Update on future agenda planning: Future agendas are to be determined.

10. Public Comment

- Steve Moss of the Energy Co-op reiterated the committee’s sentiment regarding the department’s role with community and the values with respect to funding community projects.

11. The meeting adjourned at 6:00 p.m.

Respectfully Submitted,

Emily Rogers
Commission Secretary
Adopted: May 4, 2005



SF Environment

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT**

Notice & Agenda

**Operations Committee
Regular Meeting**

Wednesday, October 20, 2004
11 Grove Street
1st Floor Conference Room
4:00 p.m.

COMMISSIONERS

The Honorable Arlene Rodriguez, Chair
The Honorable Alan Mok
The Honorable Paul Pelosi, Jr.

Emily Rogers, Commission Secretary

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Disability Access

The Operations Committee meeting will be held at Department of the Environment in the Ground Floor Conference Room at 11 Grove Street, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking on Grove Street between Larkin and Hyde Streets, adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI Accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Emily Rogers at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability accessibility hotline at (415) 554-6060.

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Donna Hall, Clerk, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: Donna.Hall@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

11 Grove Street, San Francisco, California 94102
www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

ORDER OF BUSINESS

1. Call to Order and Roll Call

2. **Action:** Adoption of Minutes of the July 20, 2004 Operations Committee Regular Meeting* (Explanatory Document: Minutes of July 20, 2004 Operations Committee Regular Meeting)

3. **Information:** 2004-2005 Fiscal Year First Quarter Budget updates. Presentation and discussion of newly developed grant audit procedures.

- *Staff: Ami Biligiri, Finance and Administration Manager*

4. **Information:** Discussion of the EJ grant program: new grant cycle, staffing changes and special projects.

- *Staff: Anne Eng, Environmental Justice Program Manager*

5. New Business

- Future agenda planning.

6. Public Comment

7. Adjournment

*Copies of explanatory documents are available to the public at the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Commission's webpage <http://www.sfgov.org/sfenvironment/aboutus/policy/commission.htm>; or, upon request to the Commission Secretary, at the above address or telephone number 415-355-3709, or via e-mail at emily.rogers@sfgov.org within three business days of a meeting.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper.

Also, please bring sufficient copies of handouts for both the Commission and the public.

Commission on the Environment

City and County of San Francisco

11 Grove Street

San Francisco, CA 94102

CITY AND COUNTY OF SAN FRANCISCO
Commission on the Environment

DRAFT MINUTES

Operations Committee
Regular Meeting

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Wednesday, October 20, 2004
11 Grove Street
1st Floor Conference Room
4:00 p.m.

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1. **Call to Order and Roll Call:** The meeting was called to order at 4:07 p.m. Commissioners Mok, Pelosi, and Rodriguez were present.
2. **Action:** Upon motion by Commissioner Mok and seconded by Commissioner Pelosi the July 21, 2004 Operations Committee meeting minutes were unanimously adopted.
3. **Information:**
 - Joe Salem, Senior Administrative Analyst gave updates on the 2004-2005 Fiscal Year Budget First Quarter performance. To date program area spending is positive. Overall the department is operating within and inline with projected spending projections.
 - Rachel Buerkle, Grants Manager, highlighted the newly developed grant audit procedures to standardize the fiscal monitoring of grantees. These polices will be applied consistently to all departmental grants and will also be coordinated with programmatic monitoring efforts. She noted that the Controllers Office is also working to develop consistent policies and procedures for evaluating non-profit vendors. They are developing a Financial Guide for Non Profit Organizations. The Committee suggested that the Department work with its vendors in advance to help prepare and inform them of these polices. There were no comments from the public on this issue.
4. **Information:**
 - Anne Eng, Environmental Justice Program Manager, led a discussion on new grant cycle goals and objectives, staffing changes, and special projects. She introduced Rachael Buerkle as the Grants Manager. Ms. Eng announced that Hillary Amsberry has left the organization. She [Ms. Eng] will begin recruiting to fill the vacancy early next week. Anna Lee is also leaving for graduate school. The announcement to fill her position just closed. More than 100 applications were received. The Committee wished everyone well.
 - Sraddha Mehta discussed the development of a Farmers Market in Bayview Hunters Point. A grant in the amount of \$150,000 dollars was received from the Sultan Settlement Fund. This will be a certified farmers market. Several community meetings have been held to determine the best location for the market. Members of the community are concerned with supporting the local economy and would like to hold a flea market in conjunction with the farmer's market. This will need to be a separately organized project. Discussions ensued regarding the farmer's market's potential competition with local produce vendors. The Committee would like the Environmental Justice team to work with these vendors and help to promote their offerings. The Committee asked staff to investigate resolutions and alternatives that would more easily allow for community participation in the farmers market. Public comments were taken.
 - The Bay Camp Air Monitoring station is doing well. Information that is being gathered will soon be available on the web.

5. New Business: No new business was introduced.

6. Public Comment:

- **Marie Harrison** encouraged the Committee and the Department of the Environment to diversify its community partners, and to focus on methods to lend support of the organizational infrastructure to its grantees.

7. Adjournment: The meeting was adjourned at 5:30 p.m.

CITY AND COUNTY OF SAN FRANCISCO
Commission on the Environment

APPROVED MINUTES

Operations Committee
Regular Meeting

Wednesday, October 20, 2004
11 Grove Street
1st Floor Conference Room
4:00 p.m.

DOCUMENTS DEPT.

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approved

5. New Business: No new business was introduced.

6. Public Comment:

- **Marie Harrison** encouraged the Committee and the Department of the Environment to diversify its community partners, and to focus on methods to lend support of the organizational infrastructure to its grantees.

7. Adjournment: The meeting was adjourned at 5:30 p.m.

Adopted: May 4, 2005

City and County of San Francisco
Commission on the Environment

REGULAR MEETING

OPERATIONS COMMITTEE

Notice and Agenda

Wednesday, January 19, 2005
11 Grove Street
San Francisco, CA 94102
Ground Floor Conference Room

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COMMITTEE MEMBERS: Arlene Rodriguez, Chair, Alan Mok, and Paul Pelosi, Jr.

AGENDA
Special Meeting Agenda

ORDER OF BUSINESS

Public comment will be taken before the Commission takes action on any item.

- 1. CALL TO ORDER AND ROLL CALL**
- 2. ACTION:** Adoption of Minutes of October 20, 2004 Regular Meeting. (Explanatory Document: Minutes of October 20, 2004 REGULAR Meeting)**
- 3. PUBLIC COMMENTS:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.
- 4. PRESENTATION:** 2004-2005 Fiscal Year First Quarter Budget updates.
 - Staff: David Assmann, Deputy Director
- 5. PRESENTATION:** 2005-2006 Fiscal year Draft Budget
 - Staff: David Assmann, Deputy Director
- 6. INFORMATION:** New Business
- 7. PUBLIC COMMENTS:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.
- 8. ADJOURNMENT**

Please note: This email contains only the agendas for the meetings. For complete information on these meetings, including disability access, explanatory documents, Sunshine Ordinance information, lobbyist information and other meeting information, please follow the attached link:

<http://temp.sfgov.org/sfenvironment/events/index.htm#commission> If you wish to receive complete information for these and other meetings by email, including disability access, explanatory documents, Sunshine Ordinance information, lobbyist information and other meeting information, please respond to this email and put "Complete Notice" in the subject heading.



CITY AND COUNTY OF SAN FRANCISCO

COMMISSION ON THE ENVIRONMENT

GAVIN NEWSOM
MAYOR

NIA CROWDER
PRESIDENT

CHRIS DESSER
COMMISSIONER

ANGELO KING
COMMISSIONER

ALAN MOK
COMMISSIONER

PAUL PELOSI, JR.
COMMISSIONER

ARLENE RODRIGUEZ
COMMISSIONER

JOHANNA WALD
COMMISSIONER

JARED BLUMENFELD
DIRECTOR

OPERATIONS COMMITTEE

Agenda

NOTICE OF CANCELLATION

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JUN 22 2005

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The **Wednesday, January 19, 2005**, regularly scheduled meeting of the Commission on the Environment's Operations Committee has been cancelled. The next regular meeting is **scheduled for Wednesday, April 20, 2005 at 5:00 p.m. at 11 Grove Street, Ground Floor Conference Room, San Francisco, California**. An agenda will be provided 72 hours prior to the meeting. Please contact the Department of the Environment Commission Secretary, Monica Fish, at 415 -355-3709 or monica.fish@sfgov.org if you would like to be placed on the agenda list. An agenda may also be accessed on the website at www.sfenvironment.org.



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

NOTICE OF RESCHEDULED MEETING

Wednesday, May 4, 2005, 5:00 P.M.*

Department of the Environment

Ground Floor Conference Room

11 Grove Street

San Francisco, CA 94102

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JUN 22 2005

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***The meeting of the Commission on the Environment's Operations Committee has been rescheduled from Wednesday, April 20, 2005 at 4:00 p.m. to Wednesday, May 4, 2005 at 5:00 p.m.**

COMMITTEE MEMBERS: Commissioners Arlene Rodriguez, Chair; Paul Pelosi Jr., Alan Mok

Commission Secretary: Monica Fish

The **Wednesday, April 20, 2005, 4:00 p.m.** regularly scheduled meeting of the Commission on the Environment's Operations Committee has been **cancelled and rescheduled to a special meeting on Wednesday, May 4, 2005 at 5:00 p.m.** The meeting will be held at the Department of the Environment, Ground Floor Conference Room, 11 Grove Street. An agenda will be provided 72 hours prior to the meeting. Please contact the Department of the Environment Commission Secretary, Monica Fish, at 415-355-3709 or monica.fish@sfgov.org if you would like to be placed on the agenda list. An agenda may also be accessed on the website at http://sfgov.org/site/sfenvironment_meeting.asp?id=15518.

Monica Fish, Commission Secretary

TEL: (415) 355-3709

FAX: (415) 554-6393

Posted: April 11, 2005

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

Telephone: (415) 355-3700 • Fax: (415) 554-6393

Email: Monica.Fish@sfgov.org • www.sfenvironment.com

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**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT****OPERATIONS COMMITTEE SPECIAL RESCHEDULED MEETING*****Wednesday, May 4, 2005, 5:00 P.M.****City Hall, Room 421****1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

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COMMITTEE MEMBERS: Commissioners Arlene Rodriguez,, Chair, Paul Pelosi, Jr., Alan Mok

The meeting of the Operations Committee was rescheduled from Wednesday, April 20, 2005 at 4:00 p.m. to Wednesday, May 4, 2005 at 5:00 p.m.*ORDER OF BUSINESS**

1. **Call to Order and Roll Call.** The meeting was called to order at 5:10 p.m. Present: Commissioners Rodriguez, Pelosi Jr., and Mok.
2. **ACTION:** Adoption of Minutes of the July 21 and October 20, 2004 Meetings. Upon motion by Commissioner Pelosi, Jr. and second by Commissioner Mok, the Minutes of the July 21, 2004 and October 20, 2004 meetings were unanimously adopted
3. **PUBLIC COMMENTS:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. No public comment was heard at this time.

Items 4 and 5 were heard together.

4. **DISCUSSION:** Discussion on Commissioner's Roles, Responsibilities and Liaisons to the Department of the Environment.
5. **DISCUSSION:** Discussion on a Strategic Approach to Communication between Commissioners and Staff.

Staff: David Assmann, Deputy Director

Recommendations were made to develop a strategic approach to communication between program areas and Commissioner liaisons. A list of Commissioner liaisons to

program areas would be forwarded to the Commissioners. The following ideas were discussed to develop a communication approach:

- Program managers would be asked to extend an invitation to Commissioner liaisons to attend at least an initial program area staff meeting to meet program staff, discuss program activity, staff roles, and information flow. The meeting should take place by mid-June.
- Commissioner liaisons would receive a strategic plan from their assigned program area and be invited to attend a preliminary meeting to discuss first steps and present ideas.
- One or two point people from each program area would be assigned to each Commissioner liaison.
- Commissioners would continue to receive senior staff meeting minutes.
- Commissioner liaisons rotate once a year. Assignments would be recommended at the Annual Retreat.
- Commissioner liaisons to receive advance notice of events and activities that program areas would like them to attend.
- Advise program staff as to the best way to reach Commissioners;
- The following communication would be headlined in an email and forwarded to Commissioners:

Brown Bag
Environment Special Events
Awards
Newsletter
Senior Staff Meeting Minutes

6. INFORMATION: Update on World Environment Day Events.

Staff: David Assmann, Deputy Director

David Assmann, Deputy Director gave an update on World Environment Day (WED) events, tours, and workshops. A complete schedule of events and online registration will be on the www.WED2005.org website next week. Most events will be open to the public. There will be delegate workshops and tours where Mayors and Staff have first priority, but space will be set-aside for Commissioners. The Department of the Environment will be handling registration for delegate events. The following requests and recommendations were made:

- Forward to the Commissioners a list of WED tasks they may be able to assist with;
- Department of the Environment to advise Commissioners what events they should attend/participate in;

- Department of the Environment add a disclaimer notice of liability to the WED website.

Public comment from Sudeep Rao on creating an individual schedule of events for the WED website and an outreach/media plan to other cities.

7. PRESENTATION: Informational Presentation on the Department of the Environment's Fiscal-Year 2005-2006 Budget.

Staff: David Assmann, Deputy Director

David Assmann, Deputy Director gave an informational presentation on the Department's Fiscal-Year 2005-2006 Budget for all program areas. Discussions were held on (1) reductions to professional services contracts; (2) reductions by program area; (3) grant revenues and expenditures; (4) budget impound account revenues and expenditures; and (5) allocating funds to the Department of Public Works. The Department budget has been directed to the Mayor's Office and then will go to the Board of Supervisors for review. The Budget Analyst has sent a list of questions for the Department to respond to by June 1.

Commissioner Mok left the meeting at 6:30 p.m.

Copies of the budget presentation are available at the Commission office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m. or upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org.

- 8. INFORMATION: New Business.** No new business was heard at this time.
- 9. FUTURE AGENDA ITEMS:** Commissioner Rodriguez requested that the Commissioners be informed of the budget status after the Board of Supervisors' review.
- 10. PUBLIC COMMENTS:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

Public comment from Christina (full name unavailable) requesting an update on World Environment Day events, as she was not in attendance during the agenda item. She was directed to the WED2005 website.

11. ADJOURNMENT: The meeting adjourned at 6:40 p.m.

Respectfully submitted by,

Monica Fish, Commission Secretary

Adopted:



SF Environment

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GAVIN NEWSOM
MAYOR

JARED BLUMENFELD
DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT**

OPERATIONS COMMITTEE SPECIAL RESCHEDULED MEETING*

Wednesday, May 4, 2005, 5:00 P.M.

Department of the Environment

11 Grove Street, Ground Floor Conference Room

APPROVED MINUTES

COMMITTEE MEMBERS: Commissioners Arlene Rodriguez,, Chair, Paul Pelosi, Jr., Alan Mok

*The meeting of the Operations Committee was rescheduled from Wednesday, April 20, 2005 at 4:00 p.m. to Wednesday, May 4, 2005 at 5:00 p.m.

ORDER OF BUSINESS

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1. **Call to Order and Roll Call.** The meeting was called to order at 5:10 p.m. Present: Commissioners Rodriguez, Pelosi Jr., and Mok.
 2. **ACTION:** Adoption of Minutes of the July 21 and October 20, 2004 Meetings. Upon motion by Commissioner Pelosi, Jr. and second by Commissioner Mok, the Minutes of the July 21, 2004 and October 20, 2004 meetings were unanimously adopted
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5. **DISCUSSION:** Discussion on a Strategic Approach to Communication between Commissioners and Staff.

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7. PRESENTATION: Informational Presentation on the Department of the Environment's Fiscal-Year 2005-2006 Budget.

Staff: David Assmann, Deputy Director

David Assmann, Deputy Director gave an informational presentation on the Department's Fiscal-Year 2005-2006 Budget for all program areas. Discussions were held on (1) reductions to professional services contracts; (2) reductions by program area; (3) grant revenues and expenditures; (4) budget impound account revenues and expenditures; and (5) allocating funds to the Department of Public Works. The Department budget has been directed to the Mayor's Office and then will go to the Board of Supervisors for review. The Budget Analyst has sent a list of questions for the Department to respond to by June 1.

Commissioner Mok left the meeting at 6:30 p.m.

Copies of the budget presentation are available at the Commission office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m. or upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org.

- 8. INFORMATION: New Business.** No new business was heard at this time.
- 9. FUTURE AGENDA ITEMS:** Commissioner Rodriguez requested that the Commissioners be informed of the budget status after the Board of Supervisors' review.
- 10. PUBLIC COMMENTS:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

Public comment from Christina (full name unavailable) requesting an update on World Environment Day events, as she was not in attendance during the agenda item. She was directed to the WED2005 website.

11. ADJOURNMENT: The meeting adjourned at 6:40 p.m.

Respectfully submitted by,

Monica Fish, Commission Secretary

Adopted: July 20, 2005



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

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**NOTICE OF SPECIAL MEETING AND AGENDA
*RESCHEDULED MEETING**

APR 28 2005

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***Wednesday, May 4, 2005, 5:00 P.M.
Department of the Environment
11 Grove Street
San Francisco, CA 94102**

04-25-05P03:00 RCV

***The meeting of the Operations Committee has been rescheduled from Wednesday, April 20, 2005 at 4:00 p.m. to Wednesday, May 4, 2005 at 5:00 p.m.**

COMMITTEE MEMBERS: Commissioners Arlene Rodriguez, Chair; Paul Pelosi, Jr., and Alan Mok

Commission Secretary: Monica Fish

ORDER OF BUSINESS

Public comment will be taken before the Commission takes action on any item.

- 1. CALL TO ORDER AND ROLL CALL**
- 2. ACTION:** Adoption of Minutes of the July 21 and October 20, 2004 Meetings.
(Explanatory Document: Draft Minutes of the July 21 and October 20, 2004 Meetings)**
- 3. PUBLIC COMMENTS:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.
- 4. DISCUSSION:** Discussion on Commissioner's Roles, Responsibilities and Liaisons to the Department of the Environment.
Staff: David Assmann, Deputy Director
- 5. DISCUSSION:** Discussion on a Strategic Approach to Communication between Commissioners and Staff.
Staff: David Assmann, Deputy Director

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

Telephone: (415) 355-3700 • Fax: (415) 554-6393

Email: Monica.Fish@sfgov.org • www.sfenvironment.com

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6. INFORMATION: Update on World Environment Day Events.

Staff: David Assmann, Deputy Director

7. PRESENTATION: Informational Presentation on the Department of the Environment's Fiscal-Year 2005-2006 Budget.

Staff: David Assmann, Deputy Director

8. INFORMATION: New Business

9. FUTURE AGENDA ITEMS

10. PUBLIC COMMENTS: Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

11. ADJOURNMENT

Monica Fish, Commission Secretary
TEL: (415) 355-3709
FAX: (415) 554-6393

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Public Comment

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1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

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**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Adele Destro, Interim Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

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SF Environment



GAVIN NEWSOM
MAYOR

JARED BLUMENFELD
DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT**

OPERATIONS COMMITTEE SPECIAL RESCHEDULED MEETING*

Wednesday, May 4, 2005, 5:00 P.M.

City Hall, Room 421

**1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

DOCUMENTS DEPT.

MAY 13 2005

DRAFT MINUTES

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COMMITTEE MEMBERS: Commissioners Arlene Rodriguez,, Chair, Paul Pelosi, Jr., Alan Mok

***The meeting of the Operations Committee was rescheduled from Wednesday, April 20, 2005 at 4:00 p.m. to Wednesday, May 4, 2005 at 5:00 p.m.**

ORDER OF BUSINESS

1. **Call to Order and Roll Call.** The meeting was called to order at 5:10 p.m. Present: Commissioners Rodriguez, Pelosi Jr., and Mok.
2. **ACTION:** Adoption of Minutes of the July 21 and October 20, 2004 Meetings. Upon motion by Commissioner Pelosi, Jr. and second by Commissioner Mok, the Minutes of the July 21, 2004 and October 20, 2004 meetings were unanimously adopted
3. **PUBLIC COMMENTS:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. No public comment was heard at this time.

Items 4 and 5 were heard together.

4. **DISCUSSION:** Discussion on Commissioner's Roles, Responsibilities and Liaisons to the Department of the Environment.
5. **DISCUSSION:** Discussion on a Strategic Approach to Communication between Commissioners and Staff.

Staff: David Assmann, Deputy Director

Recommendations were made to develop a strategic approach to communication between program areas and Commissioner liaisons. A list of Commissioner liaisons to

program areas would be forwarded to the Commissioners. The following ideas were discussed to develop a communication approach:

- Program managers would be asked to extend an invitation to Commissioner liaisons to attend at least an initial program area staff meeting to meet program staff, discuss program activity, staff roles, and information flow. The meeting should take place by mid-June.
- Commissioner liaisons would receive a strategic plan from their assigned program area and be invited to attend a preliminary meeting to discuss first steps and present ideas.
- One or two point people from each program area would be assigned to each Commissioner liaison.
- Commissioners would continue to receive senior staff meeting minutes.
- Commissioner liaisons rotate once a year. Assignments would be recommended at the Annual Retreat.
- Commissioner liaisons to receive advance notice of events and activities that program areas would like them to attend.
- Advise program staff as to the best way to reach Commissioners;
- The following communication would be headlined in an email and forwarded to Commissioners:

Brown Bag
Environment Special Events
Awards
Newsletter
Senior Staff Meeting Minutes

6. INFORMATION: Update on World Environment Day Events.

Staff: David Assmann, Deputy Director

David Assmann, Deputy Director gave an update on World Environment Day (WED) events, tours, and workshops. A complete schedule of events and online registration will be on the www.WED2005.org website next week. Most events will be open to the public. There will be delegate workshops and tours where Mayors and Staff have first priority, but space will be set-aside for Commissioners. The Department of the Environment will be handling registration for delegate events. The following requests and recommendations were made:

- Forward to the Commissioners a list of WED tasks they may be able to assist with;
- Department of the Environment to advise Commissioners what events they should attend/participate in;

- Department of the Environment add a disclaimer notice of liability to the WED website.

Public comment from Sudeep Rao on creating an individual schedule of events for the WED website and an outreach/media plan to other cities.

7. PRESENTATION: Informational Presentation on the Department of the Environment's Fiscal-Year 2005-2006 Budget.

Staff: David Assmann, Deputy Director

David Assmann, Deputy Director gave an informational presentation on the Department's Fiscal-Year 2005-2006 Budget for all program areas. Discussions were held on (1) reductions to professional services contracts; (2) reductions by program area; (3) grant revenues and expenditures; (4) budget impound account revenues and expenditures; and (5) allocating funds to the Department of Public Works. The Department budget has been directed to the Mayor's Office and then will go to the Board of Supervisors for review. The Budget Analyst has sent a list of questions for the Department to respond to by June 1.

Commissioner Mok left the meeting at 6:30 p.m.

Copies of the budget presentation are available at the Commission office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m. or upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org.

- 8. INFORMATION: New Business.** No new business was heard at this time.
- 9. FUTURE AGENDA ITEMS:** Commissioner Rodriguez requested that the Commissioners be informed of the budget status after the Board of Supervisors' review.
- 10. PUBLIC COMMENTS:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

Public comment from Christina (full name unavailable) requesting an update on World Environment Day events, as she was not in attendance during the agenda item. She was directed to the WED2005 website.

11. ADJOURNMENT: The meeting adjourned at 6:40 p.m.

Respectfully submitted by,

Monica Fish, Commission Secretary

Adopted:



SF Environment

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JUL 22 2005

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GAVIN NEWSOM
MAYOR

JARED BLUMENFELD
DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT**

OPERATIONS COMMITTEE SPECIAL RESCHEDULED MEETING*

Wednesday, May 4, 2005, 5:00 P.M.

Department of the Environment

11 Grove Street, Ground Floor Conference Room

APPROVED MINUTES

COMMITTEE MEMBERS: Commissioners Arlene Rodriguez,, Chair, Paul Pelosi, Jr., Alan Mok

*The meeting of the Operations Committee was rescheduled from Wednesday, April 20, 2005 at 4:00 p.m. to Wednesday, May 4, 2005 at 5:00 p.m.

ORDER OF BUSINESS

1. **Call to Order and Roll Call.** The meeting was called to order at 5:10 p.m. Present: Commissioners Rodriguez, Pelosi Jr., and Mok.
2. **ACTION:** Adoption of Minutes of the July 21 and October 20, 2004 Meetings. Upon motion by Commissioner Pelosi, Jr. and second by Commissioner Mok, the Minutes of the July 21, 2004 and October 20, 2004 meetings were unanimously adopted
3. **PUBLIC COMMENTS:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. No public comment was heard at this time.

Items 4 and 5 were heard together.

4. **DISCUSSION:** Discussion on Commissioner's Roles, Responsibilities and Liaisons to the Department of the Environment.
5. **DISCUSSION:** Discussion on a Strategic Approach to Communication between Commissioners and Staff.

Staff: David Assmann, Deputy Director

Recommendations were made to develop a strategic approach to communication between program areas and Commissioner liaisons. A list of Commissioner liaisons to program areas would be forwarded to the Commissioners. The following ideas were discussed to develop a communication approach:

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Staff: David Assmann, Deputy Director

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Public comment from Sudeep Rao on creating an individual schedule of events for the WED website and an outreach/media plan to other cities.

7. PRESENTATION: Informational Presentation on the Department of the Environment's Fiscal-Year 2005-2006 Budget.

Staff: David Assmann, Deputy Director

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Commissioner Mok left the meeting at 6:30 p.m.

Copies of the budget presentation are available at the Commission office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m. or upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org.

- 8. INFORMATION: New Business.** No new business was heard at this time.
- 9. FUTURE AGENDA ITEMS:** Commissioner Rodriguez requested that the Commissioners be informed of the budget status after the Board of Supervisors' review.
- 10. PUBLIC COMMENTS:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

Public comment from Christina (full name unavailable) requesting an update on World Environment Day events, as she was not in attendance during the agenda item. She was directed to the WED2005 website.

11. ADJOURNMENT: The meeting adjourned at 6:40 p.m.

Respectfully submitted by,

Monica Fish, Commission Secretary

Adopted: July 20, 2005



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**NOTICE OF MEETING AND AGENDA
REGULAR MEETING**

DOCUMENTS DEPT.

Wednesday, July 20, 2005, 5:00 P.M.

Department of the Environment

11 Grove Street

San Francisco, CA 94102

JUL 15 2005

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COMMITTEE MEMBERS: Commissioners Arlene Rodriguez, Chair; Paul Pelosi, Jr., and Alan Mok

Commission Secretary: Monica Fish

ORDER OF BUSINESS

Public comment will be taken before the Commission takes action on any item.

1. CALL TO ORDER AND ROLL CALL

2. ACTION: Adoption of Minutes of the May 4, 2005 Special Meeting. (Explanatory Document: Draft Minutes of the May 4, 2005 Special Meeting)**

3. PUBLIC COMMENTS: Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

4. INFORMATION: Budget Report – Fiscal Years 2004/2005 and 2005/2006.

Staff: David Assmann, Deputy Director

5. INFORMATION: New Business

6. FUTURE AGENDA ITEMS

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

Telephone: (415) 355-3700 • Fax: (415) 554-6393

Email: Monica.Fish@sfgov.org • www.sfenvironment.com

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- 7. PUBLIC COMMENTS:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

8. ADJOURNMENT

Monica Fish, Commission Secretary
TEL: (415) 355-3709
FAX: (415) 554-6393

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Public Comment

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Posted: July 14, 2005



SF Environment



GAVIN NEWSOM
MAYOR

JARED BLUMENFELD
DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT**

OPERATIONS COMMITTEE SPECIAL RESCHEDULED MEETING*

Wednesday, May 4, 2005, 5:00 P.M.

City Hall, Room 421

**1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

DRAFT MINUTES

COMMITTEE MEMBERS: Commissioners Arlene Rodriguez,, Chair, Paul Pelosi, Jr., Alan Mok

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- 8. INFORMATION: New Business.** No new business was heard at this time.
- 9. FUTURE AGENDA ITEMS:** Commissioner Rodriguez requested that the Commissioners be informed of the budget status after the Board of Supervisors' review.
- 10. PUBLIC COMMENTS:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

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11. ADJOURNMENT: The meeting adjourned at 6:40 p.m.

Respectfully submitted by,

Monica Fish, Commission Secretary

Adopted:



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE MEETING**

REGULAR MEETING

DRAFT MINUTES

DOCUMENTS DEPT.

Wednesday, July 20, 2005, *4:00 P.M.

Department of the Environment

11 Grove Street

San Francisco, CA 94102

JUL 28 2005

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COMMITTEE MEMBERS: Commissioners Arlene Rodriguez, Chair; Paul Pelosi, Jr., and Alan Mok

Commission Secretary: Monica Fish

ORDER OF BUSINESS

Public comment will be taken before the Commission takes action on any item.

1. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 4:10 p.m.
*The meeting notice and agenda contained a clerical error indicating a Regular Meeting time of 5:00 p.m. instead of the correct time of 4:00 p.m. The Commission Secretary stayed until 5:10 p.m. to advise the public and to recap the meeting if necessary. There was no public in attendance as of 5:10 p.m.
2. **ACTION:** Adoption of Minutes of the May 4, 2005 Special Rescheduled Meeting. Upon motion by Commissioner Mok and second by Commissioner Pelosi, the minutes of the May 4, 2005 Special Rescheduled meeting were approved with no objection. There was no public comment at this time.
3. **PUBLIC COMMENTS:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. No public comment was heard at this time.

Note: Items 4 – 8 were heard in the following order:

5. **INFORMATION:** New Business. No new business was heard at this time.

- 6. FUTURE AGENDA ITEMS:** A request was made for Department sections to send copies of their section's Strategic Plan to Commissioners within the next week or two in order for Commissioners to assist with goals. The Commission Secretary indicated that she would forward the 2004-2007 Strategic Plan to all Commissioners. She would also request that updates to the Plan be forwarded to her to forward to Commissioner liaisons.

The meeting recessed at 4:15 p.m. and reconvened at 4:20 p.m.

David Assmann, Deputy Director indicated that Department sections are currently working on updates to the Plan and that he would also make a request that each section's updates be forwarded to Commissioner liaisons.

A discussion would be held by David Assmann, Deputy Director on the current status of grants at the next meeting.

- 4. INFORMATION:** Budget Report – Fiscal Years 2004/2005 and 2005/2006.

Staff: David Assmann, Deputy Director

David Assmann, Deputy Director presented a Budget Report for Fiscal Years 2004/2005 and 2005/2006 discussing revenues and expenditures from the General Fund and Solid Waste Impound Account. The 2005-2006 Budget for Program Section Incoming and Outgoing Grant Programs was reviewed. A discussion was held about the large amount of monies allocated to the Department of Public Works and how environment-programs may be affected in the future if continued funding were requested. A discussion was held that most of the funding for World Environment Day originated from Generation Earth and the Department only funded \$90,000 toward the event.

It was indicated that at the end of the fiscal year, the rate process would determine what the Department would receive from the impound account. The first informational hearing on the rate process would be on September 9, 2005. The Public Advocate should be hired by August 22, and the rate process would be started on September 9.

Informational budget material was distributed at the Committee meeting.

- 7. PUBLIC COMMENTS:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. No public comment was heard at this time.

- 8. ADJOURNMENT:** The meeting adjourned at 4:45 p.m.

Monica Fish, Commission Secretary
TEL: (415) 355-3709; FAX: (415) 554-6393

**** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=15518, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or (4) via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.**

The next Regular Meeting of the Operations Committee is scheduled for Wednesday, October 19, 2005 at 4:00 p.m. at the Department of the Environment, 11 Grove Street, Ground Floor Conference Room.



SF Environment

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GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE MEETING
REGULAR MEETING**

APPROVED MINUTES

Wednesday, July 20, 2005, *4:00 P.M.

Department of the Environment

11 Grove Street

San Francisco, CA 94102

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OCT 20 2005

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approved
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The next Regular Meeting of the Operations Committee is scheduled for Wednesday, October 19, 2005 at 4:00 p.m. at the Department of the Environment, 11 Grove Street, Ground Floor Conference Room.

Approved: October 17, 2005



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GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

***NOTICE OF SPECIAL RESCHEDULED MEETING AND AGENDA**

MONDAY, OCTOBER 17, 2005, 5:30 P.M.

Department of the Environment

11 Grove Street

San Francisco, CA 94102

DOCUMENTS DEPT.

OCT 13 2005

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***This meeting has been rescheduled from the Regularly Scheduled Meeting date of Wednesday, October 19, 2005 at 4:00 p.m. to a Special Rescheduled Meeting on Monday, October 17, 2005 at 5:30 p.m.**

COMMITTEE MEMBERS: Commissioners Arlene Rodriguez, Chair; Paul Pelosi, Jr., and Alan Mok

Commission Secretary: Monica Fish

10-13-05 A09:57 RCVD

ORDER OF BUSINESS

Public comment will be taken before the Commission takes action on any item.

1. CALL TO ORDER AND ROLL CALL

2. ACTION: Adoption of Minutes of the July 20, 2005 Regular Meeting. (Explanatory Document: Draft Minutes of the July 20, 2005 Regular Meeting)**

3. PUBLIC COMMENTS: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

4. DISCUSSION: Presentation of the Five-Year Impound Account, Budget, and Plan.

Staff: David Assmann, Deputy Director

5. DISCUSSION: Update on the Department of Environment's Proposed Move to 25 Van Ness Avenue.

Staff: David Assmann, Deputy Director

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

Telephone: (415) 355-3700 • Fax: (415) 554-6393

Email: Monica.Fish@sfgov.org • www.sfenvironment.com

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6. **INFORMATION:** Update on the Environmental Justice Program and Review of Request for Proposal for Fiscal-Year 2005-2006 Grant Applications.

Staff: Sraddha Mehta, Environmental Justice Coordinator

7. **DISCUSSION:** Status Report on Department Compliance with 2003-2006 and 2004-2007 Strategic Plan Objectives.

Sponsor: Commissioner Alan Mok

Staff: David Assmann, Deputy Director

8. **INFORMATION:** New Business

9. **FUTURE AGENDA ITEMS**

10. **PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Commission's jurisdiction and are not on today's agenda.

11. **ADJOURNMENT**

Monica Fish, Commission Secretary

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FAX: (415) 554-6393

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=15518, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or (4) via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.*

Public Comment

At this time, members of the public may address the Commission on items of interest that are within the subject matter jurisdiction of the Commission but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Commission for up to three minutes, unless otherwise announced by the President. If it is demonstrated that the comments by the public will exceed 15 minutes, the President may continue Public Comment to another time during the meeting.

The Brown Act forbids the Commission from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Commission is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness

and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability accessibility hotline at (415) 554-6060.

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments which cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Commission, the Commission Secretary and the public.



SF Environment

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GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

***SPECIAL RESCHEDULED MEETING
DRAFT MINUTES**

DOCUMENTS DEPT.

OCT 27 2005

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**Monday, October 17, 2005, 5:30 P.M.
Department of the Environment
11 Grove Street, Ground Floor Conference Room
San Francisco, CA 94102**

***The meeting was rescheduled from the Regularly Scheduled Meeting date of Wednesday, October 19, 2005 at 4:00 p.m. to a Special Rescheduled Meeting on Monday, October 17, 2005 at 5:30 p.m.**

COMMITTEE MEMBERS: Commissioners Arlene Rodriguez (Chair); Paul Pelosi Jr. and Alan Mok

Commission Secretary: Monica Fish

ORDER OF BUSINESS

Public comment will be taken before the Commission takes action on any item.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 5:40 p.m. Present: Commissioners Arlene Rodriguez and Alan Mok. Excused: Commissioner Paul Pelosi Jr.

Deputy Director David Assmann was not present for the meeting. Director Blumenfeld reported on agenda items.

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

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2. ACTION: Adoption of Minutes of the July 20, 2005 Regular Meeting.

Upon motion by Commissioner Rodriguez and second by Commissioner Mok, the July 20, 2005 Regular Meeting Minutes were unanimously adopted. There was no public comment at this time.

3. PUBLIC COMMENTS: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. DISCUSSION: Presentation of the Five-Year Impound Account, Budget, and Plan.

Staff: Jared Blumenfeld, Director

"Solid Waste Impound Account Budget" for 2006-2011, "SF Recycling & Disposal, Inc. Rate Application, Schedule F.4 Impound Account for the Rate Years ending June 30" and "Residential Recycling 2006-2007 Goals and Budget" documents were handed out in Committee. Director Blumenfeld presented on the five-year impound account, budget and plan reporting that the majority of the Department's budget comes from the impound account and is an important source of funding for the Department's activities. Main points discussed included:

- The impound account is a function of the refuse rate-setting process that the Department is in the process of. Residential rates are determined in San Francisco according to a 1932 Ordinance and will be set for a five-year period from 2006-2011. Residential rates will go up 39 percent for that period.
- The Department's priorities, goals, budget, services, benefits, and annual rate-increases for residential and commercial/municipal programs broken down by program area, salary costs, professional and other services for 2006-11 were described (see Impound Account Budget handouts). The Impound Account budget plan will be submitted with the Department's budget packet to the Board of Supervisors.
- Prior years distribution of Department of the Environment budget monies to other City departments and future availability of funds.
- A presentation of the five-year impound account, budget, and plan will be an action item for the November 22 Commission meeting. Actual services and benefits will be specified in greater detail at the meeting. The final budget will be approved in June.

5. DISCUSSION: Update on the Department of Environment's Proposed Move to 25 Van Ness Avenue.

Staff: Jared Blumenfeld, Deputy Director

Director Blumenfeld reported that the Department negotiated a 33-percent rent reduction at the current location of 11 Grove Street through January 2007. The goal is for the Department to move to 25 Van Ness Avenue, a City-owned building, by January 2007

with all staff located on the first floor. The goal is to raise approximately \$1 million dollars to create a world-class eco-center at the building. The rent at 25 Van Ness would be lower than 11 Grove.

6. INFORMATION: Update on the Environmental Justice Program and Review of Request for Proposal for Fiscal-Year 2005-2006 Grant Applications.

Staff: Sraddha Mehta, Environmental Justice Coordinator

Ms. Mehta described the "Environmental Justice Grant Program 2005/06" Request for Proposal (RFP) draft that would be released within the next week (copy handed out in Committee meeting). The RFP is for disbursement of \$500,000 in grant funding to non-profit organizations to address environmental concerns in the southeast community (Potrero and Bayview Hunters Point neighborhoods) in San Francisco. Types of projects that grants would be funding were described. Director Blumenfeld recommended that environmental justice advocacy work/trainings be funded.

An update on the Environmental Justice Program was given. Main points discussed included:

- The Environmental Justice section is in the process of evaluating all environmental justice grants. It was reported that an independent consultant had been hired to conduct a programmatic evaluation of all environmental justice grants. Twenty-five grantees are being interviewed, and an evaluation form has been developed for both the department and grantees to fill out. A discussion was held on performance measure techniques.
- Duke Energy Solar Installation Request for Proposal will be completed on October 18th. The Request for Proposal is for \$235,000 and would include about 24 kilowatts of solar panels on low-income housing and or non-profit buildings. The Environmental Justice group would work with the group hired to determine the best candidates to receive the solar panels.
- The Bayview Farmers Market pilot project has been operating every Saturday since May 21st and will run until November 19 for the season. On August 6 the market moved from 3rd and Galvez Street to the Bayview Opera House because of low turnout. It was reported that turnout is still too low and has to be doubled from approximately 150 to 300 customers for the market to be worthwhile for the farmers. Vendor permit-costs, subsidizing farmers, and marketing techniques were discussed. The Environmental Justice group is in the process of identifying funding for next year for either a Farmers Market or a mobile Farmer's Market.
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- 7. DISCUSSION:** Status Report on Department Compliance with 2003-2006 and 2004-2007 Strategic Plan Objectives.

Sponsor: Commissioner Alan Mok
Staff: Jared Blumenfeld, Director

Commissioner Mok asked to describe the differences between the 2003-2006 and 2004-2007 Strategic Plan Objectives. Director Blumenfeld stated that program goals are achieved through a step process, and that program activities are dictated through set goals and legislation. The Strategic Plan objectives are updated each year to bring the Department closer to meeting long-term goals. This item has been continued to the January 18, 2006 Operations Committee meeting.

- 9. INFORMATION:** New Business: Director Blumenfeld advised that (1) the Energy Program area would be hiring a Renewable Energy Coordinator; and (2) California-specific ocean-energy legislation is needed in order to give businesses an incentive to come to the state.
- 10. FUTURE AGENDA ITEMS:** The following proposed future Operations Committee agenda items were proposed: (1) continuation of Strategic Plan objectives and Department's accomplishments; (2) identifying Department's operational program area activities to discuss at future Operations Committee meetings; and (3) 25 Van Ness Avenue eco-center plan and design.
- 11. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- Public comment from Mr. Uday Mathur, expressing interest in renewable energy issues.
- 12. ADJOURNMENT:** The meeting adjourned at 6:55 p.m.

The next Regularly Scheduled Meeting of the Operations Committee is on Wednesday, January 18, 2006 at 4:00 p.m. at 11 Grove Street, Ground Floor Conference Room.

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Approved:



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**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
= OPERATIONS COMMITTEE**

***SPECIAL RESCHEDULED MEETING
APPROVED MINUTES**

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Sponsor: Commissioner Alan Mok
Staff: Jared Blumenfeld, Director

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Public comment from Mr. Uday Mathur, expressing interest in renewable energy issues.

11. **ADJOURNMENT:** The meeting adjourned at 6:55 p.m.

The next Regularly Scheduled Meeting of the Operations Committee is on Wednesday, January 18, 2006 at 4:00 p.m. at 11 Grove Street, Ground Floor Conference Room.

Monica Fish, Commission Secretary
TEL: (415) 355-3709
FAX: (415) 554-6393

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=15518; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or (4) via e-mail at Monica.Fish@sfgov.org.*

Approved: January 18, 2006



SF Environment

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GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
= OPERATIONS COMMITTEE**

**NOTICE OF MEETING AND AGENDA
REGULAR MEETING**

Wednesday, January 18, 2006, 4:00 P.M. DOCUMENTS DEPT.
Department of the Environment
11 Grove Street
San Francisco, CA 94102

JAN 13 2006

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COMMITTEE MEMBERS: Commissioners Arlene Rodriguez, Chair; Paul Pelosi, Jr., and Alan Mok

Commission Secretary: Monica Fish

07-13-06P12-VI RCVD

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

- 1. CALL TO ORDER AND ROLL CALL**
- 2. ACTION:** Adoption of Minutes of the October 17, 2005 Special Rescheduled Meeting.
(Explanatory Document: Draft Minutes of the October 17, 2005 Special Rescheduled Meeting (Word))**
- 3. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. INFORMATIONAL REPORT:** Environmental Justice Program—Funding Priorities for 2006 and Development of Special Projects.
Staff: Anne Eng, Environmental Justice Program Manager

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

Telephone: (415) 355-3700 • Fax: (415) 554-6393

Email: Monica.Fish@sfgov.org • www.sfenvironment.com

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- 5. PRESENTATION and ACTION:** Informational Presentation on the Department of the Environment's Fiscal-Year 2006-2007 Draft Budget. The Committee will vote on approving the Draft Budget for presentation to and action by the full Commission.
Staff: David Assmann, Deputy Director
- 6. DISCUSSION:** Update on the Department of Environment's Proposed Move to 25 Van Ness Avenue and Eco-Center Plan and Design.
Staff: David Assmann, Deputy Director
- 7. INFORMATION:** New Business
- 8. FUTURE AGENDA ITEMS**
- 9. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 10. ADJOURNMENT**

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Public Comment

At this time, members of the public may address the Commission on items of interest that are within the subject matter jurisdiction of the Commission but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Commission for up to three minutes, unless otherwise announced by the President. If it is demonstrated that the comments by the public will exceed 15 minutes, the President may continue Public Comment to another time during the meeting.

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1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
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Disability Access

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Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

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Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Commission, the Commission Secretary and the public.



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Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

DOCUMENTS DEPT.

**REGULAR MEETING
DRAFT MINUTES**

JAN 25 2006

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**Wednesday, January 18, 2006, 4:00 P.M.
Department of the Environment
11 Grove Street, Ground Floor Conference Room
San Francisco, CA 94102**

COMMITTEE MEMBERS: Commissioners Arlene Rodriguez (Chair); Paul Pelosi Jr. and Alan Mok

Commission Secretary: Monica Fish

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 4:15 p.m. Present: Commissioners Pelosi Jr. and Mok. Excused: Commissioner Rodriguez.

2. ACTION: Adoption of Minutes of the October 17, 2005 Special Rescheduled Meeting.

Upon motion by Commissioner Pelosi Jr. and second by Commissioner Mok, the October 17, 2005 Special Rescheduled Meeting Minutes were adopted with no objection (Absent: Commissioner Rodriguez). There was no public comment at this time. (Explanatory Document: Approved Minutes of the October 17, 2005 Special Rescheduled Meeting http://sfgov.org/site/sfenvironment_page.asp?id=35503).

3. **PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
4. **INFORMATIONAL REPORT:** Environmental Justice Program—Funding Priorities for 2006 and Development of Special Projects (Explanatory Document: Environmental Justice Program Funding Priorities and Special Projects – 2006
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/coe/supporting/2006/EnvJusticeProgFundingPrioritiesSpecialProj.doc>.

Staff: Anne Eng, Environmental Justice Program Manager

Environmental Justice Program Manager Anne Eng reported on the Environmental Justice grant program for 2006 and discussed funding priorities, the grant application process, and special projects that include:

- City Tree Nursery
- Bayview Farmers Market
- Renewable Solar Energy Systems and Energy Efficiency Projects
- Indoor Air Quality and Green Building Project

Commissioner Mok inquired as to the time required to install solar energy systems and the number of jobs that would be created. Ms. Eng explained that (1) installation could be completed within a month, but the permitting and application process may require a six-month lead time because of the time to process state rebates, technical evaluations, and a shortage of solar equipment; (2) anticipates the installation of ten systems in 2006; (3) reported that opportunities for creation of jobs have been limited at this time, but explained that the State of California has committed funding to installing a million solar rooftops in California in the next few years, and the Environmental Justice program is in a good position to work with Bayview or low-income residents to provide them with training and experience to work on solar projects on low-income housing.

Public Comment: Ms. Nancy Wuerfel inquired as to the source of land to develop and grow trees and funding for the City Tree Nursery project. Ms. Eng reported that City agencies would be consulted to identify available land, and that property may be available near Alemany and the open space near the Alice Griffith housing project. Ms. Eng indicated that Requests for Proposals and Qualifications would be issued in order to identify potential sites. It was reported that environmental justice grant funds would be used and this project would produce revenue from the holiday tree program and a request would be made for a commitment from the San Francisco Public Utilities Commission to buy local trees for the Bayview district.

5. **PRESENTATION and ACTION:** Informational Presentation on the Department of the Environment's Fiscal-Year 2006-2007 Draft Budget. The Committee voted on approving the Draft Budget for presentation to forward to the full Commission for action. (Explanatory Document: 2006-07 Draft Budget Received in Committee Meeting: <http://web.sfgov.org/site/uploadedfiles/sfenvironment/meetings/coe/supporting/2006/DraftFY2006-07Budget.pdf>))

Staff: David Assmann, Deputy Director

Deputy Director David Assmann presented the Department of the Environment's Fiscal-Year 2006-2007 Draft Budget discussing revenues and expenditures for (1) program grants; (2) general fund budget, which are revenues received from other city departments for programs and services that the Department works on and related expenditures to perform these services; and (3) the Impound Account and future adjustments to salaries and benefits.

Commissioner Pelosi Jr. inquired about refuse rate review expenditures. Deputy Director Assmann stated that the refuse rate review allocation would appear as a separate line item in the fiscal year 2010-2011-budget. A detailed presentation would be given at the Thursday, January 26, 2006 workshop to be held at City Hall, Room 408 at 6:00 p.m.

Commissioner Mok inquired as to whether there would be available monies to carry forward to the 2006-07 fiscal year budget. Deputy Director Assmann reported that a projection could be made in March, and that impound and grant monies could be carried forward, but general fund monies are required to go back to the general fund.

Public Comment: Ms. Nancy Wuerfel asked for an explanation of the \$2.1 million professional services grant expenditure. Deputy Director Assmann reported that the expenditures would be allocated to (1) \$2,000,000 for business peak energy program--energy efficiency installations that would be determined through an RFP process; (2) \$114,000 for the bottle-can recycling contractor; (3) 30,000 oil-grant; and (4) 25,000 for LEED certification of a green building for the environmental justice grant program.

Ms. Wuerfel questioned why the percentage of environmental justice expenses from the impound account exceeded the percentage listed in the 2003 Department of the Environment Memo that had been submitted to the City Attorney's office. Deputy Director Assmann reported that new guidelines had been proposed that will be submitted for approval and that he would provide Ms. Wuerfel with a copy of the new guidelines.

Ms. Wuerfel asked for the aggregate amount of space rental monies needed for 11 Grove and 25 Van Ness. Deputy Director Assmann reported that \$396,000 would be needed between the two locales, and that savings would be reached after the move as rent at 11 Grove is \$27,000 a month, and rent at 25 Van Ness would be \$21,000.

Upon Motion by Commissioner Pelosi Jr. and second by Commissioner Mok, the Draft 2006-2007 Department Fiscal Year Budget was approved to forward to the full Commission for consideration and vote at their January 24, 2006 meeting. (Absent: Commissioner Rodriguez)

6. DISCUSSION: Update on the Department of Environment's Proposed Move to 25 Van Ness Avenue and Eco-Center Plan and Design.

Staff: David Assmann, Deputy Director

Deputy Director Assmann updated the Committee on the Department's move to 25 Van Ness Avenue and Eco-Center Plan and Design. It was reported that:

- The Department would be moving to 25 Van Ness Avenue in a two-phase process beginning with the Energy Group on April 28, 2006 and the remaining staff on June 1, 2007 due to availability of space.
- The lease at 11 Grove is now on a month-to-month basis and there would be a two-phase reduction in rent.
- The move and renovation would cost about \$1 million and that the Department would be required to raise half of the \$1 million. The City is not providing the Department with the full cost of the move and renovation and is requiring that the Department raise the funds beyond what they supply and what is in the Department's budget.
- The Department's fund raising project goal is to raise \$300,000 cash and \$500,000 in-kind contributions for an eco-center. HOK Architects has been hired and is donating half of their services to produce a plan. A preliminary plan will be available at the end of January. The goal is to rebuild the space at 25 Van Ness and make it a LEED standard facility.

Public Comment: Ms. Nancy Wuerfel inquired whether the City would be contributing \$200,000 to the move and whether the physical move was part of the projected \$1 million figure. Deputy Director Assmann reported that the City set up a building fund for the move and that the Department would be receiving a small portion of that fund. He confirmed that part of the \$1 million figure would be allocated toward the physical move.

- 7. INFORMATION:** New Business: No new business was heard at this time.
- 8. FUTURE AGENDA ITEMS:** Update on the move to 25 Van Ness Avenue and presentation of Plan.
- 9. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. No public comment was heard at this time.
- 10. ADJOURNMENT:** The meeting adjourned at 5:10 p.m.

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Adopted:



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**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**REGULAR MEETING
APPROVED MINUTES**

**Wednesday, January 18, 2006, 4:00 P.M.
Department of the Environment
11 Grove Street, Ground Floor Conference Room
San Francisco, CA 94102**

DOCUMENTS DEPT.

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- 7. INFORMATION:** New Business: No new business was heard at this time.
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Adopted: April 19, 2006



SF Environment

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GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**NOTICE OF MEETING AND AGENDA
REGULAR MEETING**

DOCUMENTS DEPT.

APR 11 2006

**Wednesday, April 19, 2006, 4:00 P.M.
Department of the Environment
11 Grove Street
San Francisco, CA 94102**

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04-12-07A09:59 RCVD

COMMITTEE MEMBERS: Commissioners Alan Mok, Chair; Paul Pelosi, Jr., and Angelo King

Commission Secretary: Monica Fish

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. CALL TO ORDER AND ROLL CALL

2. ACTION: Adoption of Minutes of the January 18, 2006 Regular Meeting (Explanatory Document: Draft Minutes of the January 18, 2006 Regular Meeting).

3. PUBLIC COMMENTS: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

4. INFORMATIONAL REPORT: Update on the Department of the Environment's 2006-07 Budget.

Staff: David Assmann, Deputy Director

5. INFORMATIONAL PRESENTATION: Update on the Department of Environment's Move to 25 Van Ness Avenue and Presentation on Plan.

Staff: David Assmann, Deputy Director

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

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Email: Monica.Fish@sfgov.org • www.sfenvironment.com

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- 6. INFORMATIONAL REPORT:** Update on the City and County of San Francisco Controller's Office Interim Audit Report (Explanatory Document: Controller's Office Interim Audit Report).

Staff: David Assmann, Deputy Director

- 7. INFORMATION:** New Business

8. FUTURE AGENDA ITEMS

- 9. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

10. ADJOURNMENT

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Commission, the Commission Secretary and the public.

Posted: April 10, 2006



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

117
Ed Harrington
Controller
Monique Zmuda
Deputy Controller

MEMORANDUM

DATE: March 24, 2006
TO: Jared Blumenfeld, Director, Department of the Environment
FROM: Ed Harrington, Controller *Ed Harrington*
SUBJECT: Refuse Collection and Disposal Rates – Impound Account Expenditures by Department of the Environment.

This memorandum provides the results of our review of Department of the Environment's (DOE) expenditures from the Solid Waste Impound Account (impound account). The impound account funds waste collection, disposal and diversion programs for San Francisco and is funded from a portion of garbage fees paid by both commercial and residential ratepayers.

Our review found that funds were used from the impound account in fiscal year 2004-05 and fiscal year 2005-06 for grants that may not be appropriately related to the impound account's purposes of diverting material from the waste stream. The amount at issue ranges from \$214,000 to \$594,000 out of grant budgets of \$3.9 million. We recommend that DOE strengthen its grant processes in a number of ways. However, the program areas and funding allocations proposed for the impound account from fiscal years 2006-07 through 2010-11, as presented in the current garbage rate-setting process, are appropriate and we do not find that changes in those plans are indicated.

Background

The Office of the Controller-City Services Auditor (CSA) is currently conducting a performance audit of DOE, as requested by the Board of Supervisors. Because the City's Refuse Collection and Disposal hearings that will set the funding levels for the impound account for the period 2006-07 through 2010-11 are also underway at this time, we are providing preliminary findings related to DOE's use of funds from the impound account now. A full audit report will be issued later this spring.

The 1932 Refuse Collection and Disposal Ordinance (Refuse Ordinance) grants the City authority to set rates for refuse collection ratepayers, establishes the process by which refuse collection rates are set, and defines other processes and requirements related to solid

06/07

waste disposal. An October 11, 2001 memorandum from the City Attorney, as well as other guidance, serves as the basis of the City's established policies and practices regarding funding of, and expenditure from, the impound account. The City Attorney memorandum states that refuse rate proceeds may properly be used for costs related to refuse collection and disposal, including the costs of operation and administration of the City's solid waste management programs, which are designed to reduce the amount of solid waste generated in San Francisco. These programs include recycling and public outreach and education, among others.

DOE has relied to a large extent on the October 11, 2001 City Attorney memorandum to develop its policies and practices regarding the use of impound account funds, including guidelines for the maximum percentages of its programs that it may fund from the impound account. Over the years, DOE program activities that have been funded, in whole or in part, from the impound account include recycling, solid waste, toxics reduction, outreach and education, green building, and environmental justice, and administrative costs allocated to these programs.

Impound Account Budget Amounts

The Staff Report submitted for the current refuse rate process proposes funding from the impound account for the following activities:

Proposed 2006-07 Impound Account Expenditures¹

Item	Amount	
Department of Public Works	\$1,099,061	
DOE		
• Personnel	\$3,126,835	
• Grants	848,000	
• Other Expenses	<u>2,509,132</u>	6,483,967
Other Expenses ²		<u>3,957,743</u>
Total	\$11,540,771	

¹ From fiscal year 2006-07 through fiscal year 2010-11, the impound account proposed expenditure increases each year by factors ranging from 2.7% to 5.96%, with an average of 4.3%.

² Including Fees for Altamont Landfill Disposal and Waste Management Authority of Alameda County, and business tax license fees.

For a sense of scale, the current maximum charge for refuse collection service for a single family residential address in San Francisco is approximately \$19.08 per month, of which the impound account charge is approximately \$0.76, or 4%.

Review of DOE's Expenditures

For the purposes of this interim report, audit staff examined DOE's personnel costs for fiscal year 2005-06, and grants made to community based organizations for fiscal year 2004-05 and fiscal year 2005-06. According to DOE staff, personnel costs will account for 48% of DOE's impound account funding in its fiscal year 2006-07 proposed budget, and grants will account for 13%. The remaining 39% of fiscal year 2006-07 proposed costs include rent and other overhead, professional services, long term planning, and other expenses. CSA staff did not review the Department's non-personnel costs for the purposes of this memorandum; however, these costs will be included in the full audit work and audit report to be issued later.

Personnel Costs

For fiscal year 2005-06, DOE based the allocation of program staff costs on their assigned job duties and on the budgeted proportions of funding for its programs. Allocation of administrative staff costs was based on the overall proportion of program staff paid from the impound account. These methodologies resulted in cost allocations to the impound account ranging from 2% to 100% for program FTEs, and a cost allocation for most administrative FTEs of 57% to the impound account.

CSA staff reviewed these methodologies for allocating personnel costs to the impound account and conclude that they are reasonable overall. However, the auditors note that DOE lacks documentation to support the allocations, such as timesheets detailing time spent by program. The Department's management concurs with these concerns, and states that more precise allocations, based on more detailed analyses of specific work to be done by each individual staff member, was used to determine proposed allocations in the fiscal year 2006-07 budget. CSA staff reviewed DOE's documentation for the new methodology, and concluded the approach to be reasonable. However, the auditors recommend that DOE implement a process to evaluate the accuracy of DOE's projections in this area at appropriate intervals, such as requiring its personnel to complete program-specific timesheets for two or more sample months each year.

Grants

CSA staff examined fiscal year 2004-05 and fiscal year 2005-06 grants made to community based organizations to determine compliance with the purposes of the impound account. Based on our review, DOE's grant programs could be significantly improved to ensure that there is greater compliance with the intent of the impound account.

Grant plans and budgets for each grant were examined to determine the extent of the grant's compliance with the impound account's purposes. Each grant was assigned a ranking between one and four for the estimated percentage of the grant activity that appeared to comply with the intent of the impound account. Grants for which each item in the grant plan was an appropriate activity for impound account funding were ranked four

and scored as 100% of the dollar amount chargeable to the impound account, grants with a rank of three scored 50% to 100% chargeable to the impound account, twos scored 0% to 50% and a score of one would be grants not at all appropriate for the impound account. The table below shows the resulting dollar value range of grant amounts that may not be appropriate for the impound account.

In this analysis, some grants and portions of grants were determined to be inappropriately funded from the impound account, or only weakly related to the purposes of the impound account. For example, grants were made to various organizations to support the United Nations World Environment Day events in San Francisco, some parts of which did not appear to have any waste diversion purpose. DOE management states that World Environment Day 2005 was itself organized to be a zero waste event and that it also focused on issues of recycling and toxics reduction. In another example, a small grant to Compumonitor provided for installation and set up of computer hardware and software provided by their partner, the Computer Recycling Center. However, according to the grant plan in the Compumonitor grant agreement, DOE also provided a portion of that grant's funding to help provide training to recipients of computers. Audit staff did not find a direct correlation with the intent of the impound account in this use of the grant funds.

The table below summarizes, by program area, the grants made, the estimated funding from the impound account, and the estimated amounts inappropriately funded from the impound account, as determined by CSA staff. The Grant Amount column shows amounts granted, rather than amounts encumbered or spent. As shown below, the audit analysis is that between \$214,146 and \$594,108 out of grant budgets of \$3.9 million may not be related or was only weakly related to the purposes of the impound account.

**Review of Grant Funding by Department of the Environment
Fiscal Years 2004-05 and 2005-06**

Program Area	Grant Amount	Estimated Funding from Impound Account ¹	Estimated Amounts for Activities That May Fall Outside Intent of Impound Account ¹
Recycling	\$2,049,284	\$2,049,284	\$198,296 to \$562, 408
Toxic Waste	175,900	31,700	\$15,850 to \$31,700
Environmental Justice	972,495	0	0
Clean Air	710,000	0	0
Total	\$3,907,679	\$2,080,984	\$214,146 to \$594,108

¹ Since some of the grants are still open, this column also includes future amounts due to be funded from the impound account.

This is primarily an historical analysis and does not represent the types and quality of grants that will be awarded in the future. However, it does demonstrate the need for additional scrutiny of grants that DOE intends to fund wholly or partially with impound account funds in the upcoming five-year period affected by the rate-setting process now underway.

Further review of the actual activities funded by DOE's grants will be done during the remainder of the Controller's performance audit process and may change the analysis of the appropriateness of funding from the impound account.

Conclusions

- In fiscal year 2004-05 and in fiscal year 2005-06, impound account funds were designated for portions of grants in two of DOE's program areas, Recycling and Toxic Waste, that may not be sufficiently related to the purposes and goals of diverting material from the waste stream.
- Individual grants included both activities appropriately funded from the impound account, and activities not appropriately funded from the impound account.
- While we did not evaluate the DOE's Request for Proposals or other grant-making processes for this interim report, we note that the World Environment Day grants represent at least one case in which there was no appropriate scoring or evaluation during the grant-making process to insure that the grant was relevant to waste diversion or other purposes of the impound account.
- These conclusions do not mean that the program areas and funding allocations proposed for fiscal year 2006-2007 through fiscal year 2010-2011, as presented in the documentation for the current garbage rate-setting process, are inappropriate. DOE can address the weaknesses identified here by improving its internal controls and its administration of grant funds as outlined below. The plans submitted for the current process are already improved in that impound account funded projects specify the services and the waste reduction benefits to be provided.

Recommendations

DOE should take the following steps to ensure the appropriateness of amounts charged to the Solid Waste Impound Account:

- Prepare and publish an annual plan for the use of all impound account funds in advance of the budget process, including sufficient details regarding all proposed costs and anticipated grants. This plan should be subject to public hearings before approval by the Commission on the Environment.

- Develop a grant solicitation and scoring procedure that includes impound account relevance and other factors, that provides for a competitive and fair process, and that is reviewed and approved by the Commission on the Environment.
- Implement a process to evaluate the appropriateness of allocations of personnel costs to the impound account at appropriate intervals, such as requiring personnel to complete program-specific timesheets for two or more representative sample months each year. This would allow DOE to make adjustments to allocations based on actual, measured staff activities.
- Develop other funding sources that would allow the Department to make grants in this area that would benefit the City's environment but cannot be funded from the impound account under current policies.

cc: Supervisor Tom Ammiano, Chair, Government Audits and Oversight Committee
Supervisor Fiona Ma
Noelle Simmons, Mayor's Budget Office
Robert Beck, Department of Public Works
Ed Lee, Chief Administrative Officer
Rona Sadler, City Attorney's Office



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**REGULAR MEETING
DRAFT MINUTES**

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APR 28 2006

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**Wednesday, April 19, 2006, 4:00 P.M.
Department of the Environment
11 Grove Street, Ground Floor Conference Room
San Francisco, CA 94102**

COMMITTEE MEMBERS: Commissioners Alan Mok (Chair); Paul Pelosi Jr. and Angelo King

Commission Secretary: Monica Fish

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 4:05 p.m. Present: Commissioners Mok and Pelosi Jr. Absent: Commissioner King.

- 2. ACTION:** Adoption of Minutes of the January 18, 2006 Regular Meeting. Upon Motion by Commissioner Pelosi Jr. and second by Commissioner Mok, the January 18, 2006 minutes were approved with no objection (Absent: Commissioner King). There was no public comment at this time. (Explanatory Document: Approved Minutes of the January 18, 2006 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=37178.)

- 3. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. INFORMATIONAL REPORT: Update on the Department of the Environment's 2006-07 Budget.

Staff: David Assmann, Deputy Director

Deputy Director Assmann explained that the Mayor's Office had advised City Departments of their responsibility to contribute to Full Time Employee (FTE) retirement health benefits. The Department is required to pay an additional \$201,832 to cover retirement health benefits resulting in having to rebalance the existing budget by making cuts to program area expenditures. 2006-2007 Budget documents for General, Impound and Grant accounts were distributed in the Committee meeting (PDF)

<http://web.sfgov.org/site/uploadedfiles/sfenvironment/meetings/coe/supporting/2006/BudgetUpdateDocuments.pdf>. Main points discussed:

- Budget-General: the Integrated Pest Management Program (IPM) expenditures were the most effected because of a revenue shortfall, and the Energy, Commuter Benefits, and Environmental Justice program areas either received additional funding by increasing revenue through grants, program cost reimbursements, or by making revisions to cover shortfalls.
- Budget-Grants: Grants were balanced without many cuts and services.
- General Fund and Grants accounts balance.
- Budget--Impound Account: Adjustments are not yet complete--\$117,092 has to be cut from expenditures for the budget to balance. Discussions will be held with program managers to help balance the budget and meet the objectives of the Five-Year Plan. The possibility of cutting professional services expenditures and postponing a future FTE position were discussed.

Public Comment: Ms. Nancy Wuerfel inquired about the methodology the Mayor's Office used to determine the \$201,000 figure and discussed potential Department savings when Norcal takes over the hazardous waste pickup from Curbside Inc. Ms. Wuerfel suggested cutting impound account funds from the environmental justice program and expressed her concern with the \$100,000 figure reflected in the December 5 budget that she indicated was allocated to lobbying the Board of Supervisors. Commissioner Pelosi Jr. requested a copy of the December 5 budget documents for review and requested that a line item analysis be provided.

Deputy Director Assmann reported that the Mayor's Office indicated the retirement bill was based on FTE count, and the Department would be inquiring how the figure was determined to budget for future costs.

5. INFORMATIONAL PRESENTATION: Update on the Department of Environment's Move to 25 Van Ness Avenue and Presentation on Plan.

Staff: David Assmann, Deputy Director

Deputy Director Assmann gave an update on the Department's move to 25 Van Ness Avenue and presented the EcoCenter Phase 2 Project Master Budget (distributed in Committee meeting (PDF)

<http://web.sfgov.org/site/uploadedfiles/sfenvironment/meetings/coe/supporting/2006/EcoCenterPhase2ProjMasterBudget.pdf>). Main topics discussed:

- Fourteen staff members would be moving to 25 Van Ness at the end of May 2006, the balance in June 2007.
- Total costs for the move are approximately 2 million dollars. Fund sources are divided between public and private funds. Public funds include Department funds, City funds and City In-Kind contributions; private funds include in-kind donations, foundation grants, private donations fundraising, and fundraising events.
- Department staff will be fundraising 1.25 million dollars from the private sector, half of which includes products and the other half in dollars. The City's contribution is committed along with a \$5,000 foundation grant. The Department is also a finalist for a \$138,000 foundation donation.

Public Comment: Ms. Nancy Wuerfel inquired whether the \$220,000 Department allocation amount is shown on the Budget. Deputy Director Assmann advised that it was incorporated into the rent budget. Ms. Wuerfel asked about the status of the United Nations office potential move to 25 Van Ness and whether it would be brought to the Commission for approval. Deputy Director Assmann advised that legal aspects of the move are being reviewed and a report would be made at the Commission meeting in May.

6. INFORMATIONAL REPORT: Update on the City and County of San Francisco Controller's Office Interim Audit Report (Explanatory Document: Controller's Office Interim Audit Report

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/coe/supporting/2006/ControllersInterimAuditReptInCmte.pdf>).

Staff: David Assmann, Deputy Director

Deputy Director Assmann reported that the Controller's Office had not yet issued a new report, and an update would be scheduled for the May Commission meeting.

7. INFORMATION: New Business. Commissioner Mok inquired about the status of the bag fee study. Deputy Director Assmann reported that the study was a one-year pilot that started at the end of November 2005 and a report would be due in November 2006. Commissioner Pelosi Jr. discussed the analysis of consumer costs being less than the projected 17 cents per bag and requested a copy of the nexus report.

8. FUTURE AGENDA ITEMS: Future agenda items discussed included: a discussion on outgoing grants and procedures, Outreach and Fundraising staff presentation of fundraising plan for Department's move to 25 Van Ness, Environmental Justice staff report on the Farmers Market, and School Education program plans for the following year and previous year's accomplishments.

Public Comment: Ms. Nancy Wuerfel inquired whether the grants procedure review discussion would include comments from the Controller's Audit and TechLaw reports.

Deputy Director Assmann indicated that the Controller's Audit Report and TechLaw reports would be addressed.

- 9. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Public Comment: Ms. Nancy Wuerfel recommended that budget funds that are carried forward from year to year be reevaluated and that the Commission be kept apprised of available funding once contracts have met their requirements. Deputy Director Assmann advised that there was a formal application process to carry over funds and programs are reviewed monthly for fund allocations.

- 10. ADJOURNMENT.** The Operations Committee meeting adjourned at 4:55 p.m.

Monica Fish, Commission Secretary
TEL: (415) 355-3709
FAX: (415) 554-6393

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=15518; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or (4) via e-mail at Monica.Fish@sfgov.org.*

Adopted:



SF Environment

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GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**REGULAR MEETING
APPROVED MINUTES**

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- 10. ADJOURNMENT.** The Operations Committee meeting adjourned at 4:55 p.m.

Monica Fish, Commission Secretary
TEL: (415) 355-3709
FAX: (415) 554-6393

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Adopted: July 19, 2006



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

NOTICE OF REGULAR MEETING AND AGENDA

Wednesday, July 19, 2006, 4:00 P.M.

**Department of the Environment
11 Grove Street
San Francisco, CA 94102**

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COMMITTEE MEMBERS: Commissioners Alan Mok, Chair; Paul Pelosi, Jr., and Angelo King

Commission Secretary: Monica Fish

07-12-07A11.44 RCVD

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. CALL TO ORDER AND ROLL CALL

2. ACTION: Adoption of Minutes of the April 19, 2006 Regular Meeting (Explanatory Document: Draft Minutes of the April 19, 2006 Regular Meeting).

3. PUBLIC COMMENTS: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

4. INFORMATIONAL REPORT: Environmental Justice Program's Status Report on the Bayview Farmer's Market.

Staff: Sraddha Mehta, Environmental Justice Coordinator

5. INFORMATIONAL REPORT: School Education Program Plans for 2006-2007 and Previous Year's Accomplishments.

Staff: Becky Wike, Environmental Education Coordinator

6. INFORMATIONAL REPORT: Department of the Environment's Outgoing Grants and Procedures.

Staff: David Assmann, Deputy Director

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

Telephone: (415) 355-3700 • Fax: (415) 554-6393

Email: Monica.Fish@sfgov.org • www.sfenvironment.com

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7. **INFORMATIONAL REPORT:** Department of the Environment's 2006-07 Final Budget.
Staff: David Assmann, Deputy Director
8. **INFORMATIONAL REPORT:** Update on the Department of Environment's Move to 25 Van Ness Avenue.
Staff: David Assmann, Deputy Director
9. **INFORMATIONAL REPORT:** Update on the City and County of San Francisco Controller's Office Audit Report.
Staff: David Assmann, Deputy Director
10. **INFORMATION:** New Business
11. **FUTURE AGENDA ITEMS**
12. **PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
13. **ADJOURNMENT**

Monica Fish, Commission Secretary

TEL: (415) 355-3709

FAX: (415) 554-6393

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Public Comment

At this time, members of the public may address the Commission on items of interest that are within the subject matter jurisdiction of the Commission but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Commission for up to three minutes, unless otherwise announced by the President. If it is demonstrated that the comments by the public will exceed 15 minutes, the President may continue Public Comment to another time during the meeting.

The Brown Act forbids the Commission from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Commission is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and

Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative4 formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability accessibility hotline at (415) 554-6060.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the

Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Commission, the Commission Secretary and the public.

Posted: July 11, 2006



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**REGULAR MEETING
DRAFT MINUTES**

**Wednesday, April 19, 2006, 4:00 P.M.
Department of the Environment
11 Grove Street, Ground Floor Conference Room
San Francisco, CA 94102**

COMMITTEE MEMBERS: Commissioners Alan Mok (Chair); Paul Pelosi Jr. and Angelo King

Commission Secretary: Monica Fish

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 4:05 p.m. Present: Commissioners Mok and Pelosi Jr. Absent: Commissioner King.

- 2. ACTION:** Adoption of Minutes of the January 18, 2006 Regular Meeting. Upon Motion by Commissioner Pelosi Jr. and second by Commissioner Mok, the January 18, 2006 minutes were approved with no objection (Absent: Commissioner King). There was no public comment at this time. (Explanatory Document: Approved Minutes of the January 18, 2006 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=37178.)

- 3. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. INFORMATIONAL REPORT: Update on the Department of the Environment's 2006-07 Budget.

Staff: David Assmann, Deputy Director

Deputy Director Assmann explained that the Mayor's Office had advised City Departments of their responsibility to contribute to Full Time Employee (FTE) retirement health benefits. The Department is required to pay an additional \$201,832 to cover retirement health benefits resulting in having to rebalance the existing budget by making cuts to program area expenditures. 2006-2007 Budget documents for General, Impound and Grant accounts were distributed in the Committee meeting (PDF) <http://web.sfgov.org/site/uploadedfiles/sfenvironment/meetings/coe/supporting/2006/BudgetUpdateDocuments.pdf>. Main points discussed:

- Budget-General: the Integrated Pest Management Program (IPM) expenditures were the most effected because of a revenue shortfall, and the Energy, Commuter Benefits, and Environmental Justice program areas either received additional funding by increasing revenue through grants, program cost reimbursements, or by making revisions to cover shortfalls.
- Budget-Grants: Grants were balanced without many cuts and services.
- General Fund and Grants accounts balance.
- Budget--Impound Account: Adjustments are not yet complete--\$117,092 has to be cut from expenditures for the budget to balance. Discussions will be held with program managers to help balance the budget and meet the objectives of the Five-Year Plan. The possibility of cutting professional services expenditures and postponing a future FTE position were discussed.

Public Comment: Ms. Nancy Wuerfel inquired about the methodology the Mayor's Office used to determine the \$201,000 figure and discussed potential Department savings when Norcal takes over the hazardous waste pickup from Curbside Inc. Ms. Wuerfel suggested cutting impound account funds from the environmental justice program and expressed her concern with the \$100,000 figure reflected in the December 5 budget that she indicated was allocated to lobbying the Board of Supervisors. Commissioner Pelosi Jr. requested a copy of the December 5 budget documents for review and requested that a line item analysis be provided.

Deputy Director Assmann reported that the Mayor's Office indicated the retirement bill was based on FTE count, and the Department would be inquiring how the figure was determined to budget for future costs.

5. INFORMATIONAL PRESENTATION: Update on the Department of Environment's Move to 25 Van Ness Avenue and Presentation on Plan.

Staff: David Assmann, Deputy Director

Deputy Director Assmann gave an update on the Department's move to 25 Van Ness Avenue and presented the EcoCenter Phase 2 Project Master Budget (distributed in Committee meeting (PDF)

<http://web.sfgov.org/site/uploadedfiles/sfenvironment/meetings/coe/supporting/2006/EcoCenterPhase2ProjMasterBudget.pdf>). Main topics discussed:

- Fourteen staff members would be moving to 25 Van Ness at the end of May 2006, the balance in June 2007.
- Total costs for the move are approximately 2 million dollars. Fund sources are divided between public and private funds. Public funds include Department funds, City funds and City In-Kind contributions; private funds include in-kind donations, foundation grants, private donations fundraising, and fundraising events.
- Department staff will be fundraising 1.25 million dollars from the private sector, half of which includes products and the other half in dollars. The City's contribution is committed along with a \$5,000 foundation grant. The Department is also a finalist for a \$138,000 foundation donation.

Public Comment: Ms. Nancy Wuerfel inquired whether the \$220,000 Department allocation amount is shown on the Budget. Deputy Director Assmann advised that it was incorporated into the rent budget. Ms. Wuerfel asked about the status of the United Nations office potential move to 25 Van Ness and whether it would be brought to the Commission for approval. Deputy Director Assmann advised that legal aspects of the move are being reviewed and a report would be made at the Commission meeting in May.

6. INFORMATIONAL REPORT: Update on the City and County of San Francisco Controller's Office Interim Audit Report (Explanatory Document: Controller's Office Interim Audit Report

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/coe/supporting/2006/ControllersInterimAuditReptInCmte.pdf>).

Staff: David Assmann, Deputy Director

Deputy Director Assmann reported that the Controller's Office had not yet issued a new report, and an update would be scheduled for the May Commission meeting.

- 7. INFORMATION:** New Business. Commissioner Mok inquired about the status of the bag fee study. Deputy Director Assmann reported that the study was a one-year pilot that started at the end of November 2005 and a report would be due in November 2006. Commissioner Pelosi Jr. discussed the analysis of consumer costs being less than the projected 17 cents per bag and requested a copy of the nexus report.
- 8. FUTURE AGENDA ITEMS:** Future agenda items discussed included: a discussion on outgoing grants and procedures, Outreach and Fundraising staff presentation of fundraising plan for Department's move to 25 Van Ness, Environmental Justice staff report on the Farmers Market, and School Education program plans for the following year and previous year's accomplishments.

Public Comment: Ms. Nancy Wuerfel inquired whether the grants procedure review discussion would include comments from the Controller's Audit and TechLaw reports.

Deputy Director Assmann indicated that the Controller's Audit Report and TechLaw reports would be addressed.

- 9. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Public Comment: Ms. Nancy Wuerfel recommended that budget funds that are carried forward from year to year be reevaluated and that the Commission be kept apprised of available funding once contracts have met their requirements. Deputy Director Assmann advised that there was a formal application process to carry over funds and programs are reviewed monthly for fund allocations.

- 10. ADJOURNMENT.** The Operations Committee meeting adjourned at 4:55 p.m.

Monica Fish, Commission Secretary
TEL: (415) 355-3709
FAX: (415) 554-6393

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=15518; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or (4) via e-mail at Monica.Fish@sfgov.org.*

Adopted:



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**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**REGULAR MEETING
DRAFT MINUTES**

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JUL 28 2006

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**Wednesday, July 19, 2006, 4:00 P.M.
Department of the Environment
11 Grove Street, Ground Floor Conference Room
San Francisco, CA 94102**

COMMITTEE MEMBERS: Commissioners Alan Mok (Chair); Paul Pelosi Jr. and Angelo King
Commission Secretary: Monica Fish

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 4:20 p.m. Present: Commissioners Mok and Pelosi Jr. Absent: Commissioner King.

Item 5 was heard before Items 2-4.

- 2. ACTION:** Adoption of Minutes of the April 19, 2006 Regular Meeting. Upon Motion by Commissioner Mok and second by Commissioner Pelosi Jr., the April 19, 2006 meeting minutes were approved with no objection. (Explanatory Document: Approved Minutes of the April 19, 2006 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=38930.)
- 3. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. Ms. Nancy Wuerfel inquired as to whether the United Nations office move to 25 Van Ness would be discussed at the July 25 Commission meeting and whether TechLaw reports had been

received. Deputy Director Assmann advised that he would be discussing the United Nations move as part of the update on the Department's move to 25 Van Ness item at the July 25 Commission meeting, and that a copy of the TechLaw report would be emailed to Ms. Wuerfel.

4. INFORMATIONAL REPORT: Environmental Justice Program's Status Report on the Bayview Farmer's Market.

Staff: Sraddha Mehta, Environmental Justice Coordinator

Ms. Mehta presented an update on the Bayview Farmers Market stating that the Market is in its second year of operation and will be receiving a \$280,000 USDA grant to support the market for another three years until it can become self-sustainable. Additional funding is also being anticipated as a result of a new partnership with the African Marketplace that would offer arts and crafts at the market.

Ms. Mehta introduced Mr. Dan Phelps, the Department's new student intern, who would be assisting with the Farmers Market. Mr. Dan Phelps stated that his major was in community studies with a focus on social justice and food systems.

The Farmers Market has been open on Saturdays since May 20 from 9:30 a.m. – 1:30 p.m. and is located in the Bayview Hunters Point district at Mendell Plaza on Third Street and Oakdale Avenue across the street from the Bayview Opera House. The City spent 1.2 million dollars renovating the site into a community plaza. Previous problems with labor costs and low turn out was explained and new approaches described. It was stated that the new grant would provide for increased marketing and outreach in order to attract new customers. Outreach efforts include distributing flyers/coupons to provide incentives for new customers, cooking demonstrations held by Literacy for Environmental Justice and a local farmer, and live music.

Public Comment: Ms. Lurilla Harris asked when the next cooking demonstration would be held and if customers know how to cook the vegetables. It was suggested to send the flyers/coupons home with school children to bring home to their parents and that participating farmers hand out outreach materials at the Alemany market. Ms. Mehta stated that the demonstrations are held once a month, and that it gives customers an opportunity to learn how to prepare the produce sold at the market.

Public Comment: Ms. Nancy Wuerfel congratulated the Environmental Justice Program on the USDA grant and asked whether the \$280,000 would be per year or an aggregate for three years. Ms. Mehta advised that the grant would be an aggregate for the three years. Ms. Wuerfel asked if the grant was renewable. Ms. Mehta stated that the idea behind the three-year grant was to show that the market would be sustainable by the end of the three-year period.

Commissioner Mok recommended that the Chinese Cultural Center distribute flyers/coupons at an event in Chinatown next week. Ms. Mehta advised that Environmental Justice Program staff has worked with Charity Cultural Services and churches to provide outreach services, and that staff would be mailing outreach material to churches in the near future.

5. INFORMATIONAL REPORT: School Education Program Plans for 2006-2007 and Previous Year's Accomplishments.

Staff: Becky Wike, Environmental Education Coordinator

Ms. Wike presented an overview of the San Francisco School Education Program's current and new programs. A description was given of the "Food to Flowers" education lunchroom composting program that is offered to all K-12 schools in San Francisco. A presentation was given on the department's work in providing free assemblies, classroom presentations, standards based curriculum, and support materials to participating schools. Ms. Wike reported that the program is in its third year with 65 schools composting at this time. It was stated that other cities are consulting with the Department to implement the same or similar methods. The program is funded through the Altamont Education Fund who allows the Department to provide custodial award programs based on waste diversion assessments.

The School Education program also offers a recycling program; water pollution and conservation presentations to 5th grade students; supports the San Francisco garden movement/San Francisco Green Schoolyard Alliance; sponsors free field trips to environmental sites in the City, providing teachers with pre-field trip workshops and professional development; maintains a Kids Website on environmental topics; and holds a school awards ceremony for schools, teachers and students that excel in conservation efforts.

Ms. Wike gave a report on future plans that include (1) partnering with PEAK, a non-profit organization, to promote energy efficiency programs in schools; (2) working on a windmill project to design interpretative panels and develop curriculum for K-1, third, and sixth grade students, (3) developing field-trip guides; (4) continuing the World Environment Day international pen-pal program, and (5) adding restoration field trip programs to middle and high school programs in partnership with the Recreation and Park Department.

Public Comment: Ms. Lurilla Harris requested a program overview brochure, which was handed out in Committee meeting

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2006/SchoolEducationProgram.PDF> and inquired as to whether Ms. Bonnie Sherk was listed in the information sheet. Ms. Wike reported that Ms. Sherk is a member of the Green Schoolyard Alliance.

6. INFORMATIONAL REPORT: Department of the Environment's Outgoing Grants and Procedures.

Staff: David Assmann, Deputy Director

Deputy Director David Assmann circulated and described the Grantees' Operating Procedures Manual for Program Year 2006

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/coe/supporting/2006/GrantsOpsMan5.8.06.doc> which outlines procedures that grantees are required to follow in terms of program management, internal controls for accounting and record keeping, procurement and contractual services, monitoring and general administrative procedures.

Also distributed was the "Impound Grants Policy Matrix,"

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/coe/supporting/2006/GrantsPolicyTemplateDraftFinal2.doc> which describes the process for distribution of impound account grants and project categories that can be funded. In order to qualify for impound grant funding, criteria must be met that includes guidelines for the type of resource conservation activity or project, target waste stream or audience, actions to be taken to be eligible, and restrictions.

Public Comment: Ms. Nancy Wuertel asked if the grant guidelines apply to environmental justice grants and complimented the Grantees' Operating Procedures Manual. Deputy Director Assmann responded that the Grantees' Operating Procedures Manual would apply to all grants, but the Impound Grants Policy Matrix would not apply to all grants.

Items 7 and 8 were heard together.

- 7. INFORMATIONAL REPORT:** Department of the Environment's 2006-07 Final Budget.
Staff: David Assmann, Deputy Director
- 8. INFORMATIONAL REPORT:** Update on the Department of Environment's Move to 25 Van Ness Avenue.
Staff: David Assmann, Deputy Director

Deputy Director Assmann reported that the Board of Supervisors had made revisions to the Department's budget and would be heard at the Board of Supervisors' meeting on Tuesday, July 25 for a second reading. It was reported that at the beginning of August, a final budget would be available and a report would be made with final adjustments at the October's Operations Committee meeting. Revisions included:

- The original Department budget of \$12.2 million had been cut by \$600,000 (5%) that includes a \$300,000 allocation to the Department of Public Works and another \$300,000 cut from professional services, materials and supplies, and a denial of an upgrade in the Recycling program area.
- The San Francisco Public Utilities Commission's work order to the Department was reduced from approximately \$600,000 to \$450,000 resulting in a budget adjustment.
- The Department would not be moving to 25 Van Ness because the space was zoned as commercial space and a variance would have to be obtained from Planning to rezone to office space. The Real Estate Department was also required to rent the space as commercial before offering it as office space, which was not done. As a result, the Department would not be moving to 25 Van Ness and would be renegotiating a new lease at 11 Grove.

Commissioner Mok inquired about the inclusion of retirement benefits to the budget. Deputy Director Assmann reported that the allocation of retirement benefits had been previously included in the budget.

Public Comment: Ms. Nancy Wuerfel inquired about the PG&E grant that was on reserve. Deputy Director Assmann reported that the PG&E grant was on reserve and the Department is still working on the contract. Once the contract is agreed to and passed by the Board, a request would have to be made to the Board of Supervisors to release the funding from reserve. Ms. Wuerfel asked the amount of the PG&E grant and when the contract would be signed. Deputy Director Assmann reported that \$2,000,000 was put on reserve and projected that the contract would be signed by the end of summer.

9. INFORMATIONAL REPORT: Update on the City and County of San Francisco Controller's Office Audit Report.

Staff: David Assmann, Deputy Director

Deputy Director Assmann reported that the auditors are still working on the audit report and projected that a draft report would be available mid-August at the earliest. A report would be made at the October Operations Committee meeting.

Items 10 and 11 were heard together.

10. INFORMATION: New Business.

11. FUTURE AGENDA ITEMS. Commissioner Mok requested that the Outreach Section make a presentation at the next meeting on their work plan. Deputy Director Assmann reported that a report would be made on the final budget and Controller's Office audit report at the October meeting.

Ms. Lurilla Harris inquired as to who would be involved in securing office space for the Department. Deputy Director Assmann advised that he and Director Blumenfeld would be negotiating office space until an agreement is reached. It was stated that the objective would be to remain at 11 Grove Street and to review new construction as part of the negotiations.

12. PUBLIC COMMENTS: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

13. ADJOURNMENT. The Operations Committee meeting adjourned at 5:00 p.m.

Monica Fish, Commission Secretary
TEL: (415) 355-3709
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Adopted:



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**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**REGULAR MEETING
APPROVED MINUTES**

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- The San Francisco Public Utilities Commission's work order to the Department was reduced from approximately \$600,000 to \$450,000 resulting in a budget adjustment.
- The Department would not be moving to 25 Van Ness because the space was zoned as commercial space and a variance would have to be obtained from Planning to rezone to office space. The Real Estate Department was also required to rent the space as commercial before offering it as office space, which was not done. As a result, the Department would not be moving to 25 Van Ness and would be renegotiating a new lease at 11 Grove.

Commissioner Mok inquired about the inclusion of retirement benefits to the budget. Deputy Director Assmann reported that the allocation of retirement benefits had been previously included in the budget.

Public Comment: Ms. Nancy Wuerfel inquired about the PG&E grant that was on reserve. Deputy Director Assmann reported that the PG&E grant was on reserve and the Department is still working on the contract. Once the contract is agreed to and passed by the Board, a request would have to be made to the Board of Supervisors to release the funding from reserve. Ms. Wuerfel asked the amount of the PG&E grant and when the contract would be signed. Deputy Director Assmann reported that \$2,000,000 was put on reserve and projected that the contract would be signed by the end of summer.

9. INFORMATIONAL REPORT: Update on the City and County of San Francisco Controller's Office Audit Report.

Staff: David Assmann, Deputy Director

Deputy Director Assmann reported that the auditors are still working on the audit report and projected that a draft report would be available mid-August at the earliest. A report would be made at the October Operations Committee meeting.

Items 10 and 11 were heard together.

10. INFORMATION: New Business.

11. FUTURE AGENDA ITEMS. Commissioner Mok requested that the Outreach Section make a presentation at the next meeting on their work plan. Deputy Director Assmann reported that a report would be made on the final budget and Controller's Office audit report at the October meeting.

Ms. Lurilla Harris inquired as to who would be involved in securing office space for the Department. Deputy Director Assmann advised that he and Director Blumenfeld would be negotiating office space until an agreement is reached. It was stated that the objective would be to remain at 11 Grove Street and to review new construction as part of the negotiations.

12. PUBLIC COMMENTS: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

13. ADJOURNMENT. The Operations Committee meeting adjourned at 5:00 p.m.

Monica Fish, Commission Secretary
TEL: (415) 355-3709
FAX: (415) 554-6393

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=15518; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or (4) via e-mail at Monica.Fish@sfgov.org.*

Adopted: October 18, 2006



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

NOTICE OF REGULAR MEETING AND AGENDA

Wednesday, October 18, 2006, 4:00 P.M.

Department of the Environment

11 Grove Street

San Francisco, CA 94102

DOCUMENTS DEPT.

OCT 12 2006

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COMMITTEE MEMBERS: Commissioners Alan Mok, Chair; Paul Pelosi, Jr., and Angelo King

Commission Secretary: Monica Fish

10-12-06A11:29 RCVD

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. CALL TO ORDER AND ROLL CALL

2. ACTION: Adoption of Minutes of the July 19, 2006 Regular Meeting (Explanatory Document: Draft Minutes of the July 19, 2006 Regular Meeting).

3. PUBLIC COMMENTS: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

4. INFORMATIONAL REPORT: Public Outreach Plans for 2006-2007 and Previous Year's Accomplishments.

Staff: Mark Westlund, Public Outreach Program Manager

5. DISCUSSION and ACTION: Draft Resolution File R-2006-12-COE to approve allocation of up to \$200,000 in Environmental Justice grant funds to support San Francisco Environment's Environmental Justice program services (Explanatory Document: Draft Resolution File R-2006-12-COE).

Staff: Anne Eng, Environmental Justice Program Manager

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

Telephone: (415) 355-3700 • Fax: (415) 554-6393

Email: Monica.Fish@sfgov.org • www.sfenvironment.com

100% Post-Consumer Content

- 6. INFORMATIONAL REPORT:** Update on the City and County of San Francisco Controller's Office Audit Report.

Staff: David Assmann, Deputy Director

- 7. INFORMATIONAL REPORT:** Update on Lease of Office Space at 11 Grove Street (Explanatory Document: Lease Renewal October 10, 2006 Letter to Mr. Steven Kwong).

Staff: David Assmann, Deputy Director

- 8. CORRESPONDENCE RECEIVED:** Deputy City Attorney's Correspondence on Lease of Office Space to the UN Global Compact (Explanatory Document: UN Global Compact Representative Deputy City Attorney Letter October 10, 2006).

Staff: David Assmann, Deputy Director

- 9. INFORMATION:** New Business

10. FUTURE AGENDA ITEMS

- 11. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

12. ADJOURNMENT

Monica Fish, Commission Secretary

TEL: (415) 355-3709

FAX: (415) 554-6393

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website at http://sfqov.org/site/sfenvironment_meeting.asp?id=15518, (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or (4) via e-mail at Monica.Fish@sfqov.org within three business days of a meeting.*

Public Comment

At this time, members of the public may address the Commission on items of interest that are within the subject matter jurisdiction of the Commission but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Commission for up to three minutes, unless otherwise announced by the President. If it is demonstrated that the comments by the public will exceed 15 minutes, the President may continue Public Comment to another time during the meeting.

The Brown Act forbids the Commission from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Commission is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and

Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative4 formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability accessibility hotline at (415) 554-6060.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the

Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Commission, the Commission Secretary and the public.

Posted: October 11, 2006

City and County of San Francisco



Real Estate Division
Office of the City Administrator

Amy L. Brown
Director of Real Estate

October 10, 2006

VIA FACSIMILE (415-626-1091)
AND U.S. MAIL

DOE Lease Renewal
1212 Market St., SF

Mr. Steven Kwong
Yully Company, LLC
1212 Market Street
San Francisco, CA 94101

Dear Mr. Kwong:

This letter will serve as the City and County of San Francisco's interest in leasing 1212 Market Street, San Francisco, California, for the Department of the Environment ("DOE") based upon the following terms and conditions:

Tenant: City and County of San Francisco ("City").

Landlord: Yully Company, LLC

Premises: A portion of the ground floor (2,069 s.f.), first floor (4,056 s.f.), second floor (4,063 s.f.), third floor (3,797 s.f.) and basement (487 s.f.), comprising an approximate rentable area of 14,472 square feet (the "Premises"), in that building commonly known as 1212 Market Street.

Term: The lease shall be for a period of three years commencing upon i) full execution and exchange of the lease and ii) Landlord has delivered the premises to City with specified lease improvements having been substantially completed by Landlord and accepted by City, which ever occurs later. The commencement date of the lease is estimated to be on or around February 1, 2007.

Use: The premises will be used for administrative offices of DOE or any other City administrative offices.

Rent: \$22.60 per square foot per year or \$27,250 per month initial base rent. The base rental rate takes into consideration the annual savings from the recycling and composting program that DOE has in effect. Base rental rate shall be adjusted at commencement of year two (2) of lease to

\$27,930 per month and commencement of year three (3) to \$28,630 per month. Rent for the entire option period will be 95% of the prevailing market rent for the initial year of each option period and remain flat during such option period.

**Utilities,
Services and
Maintenance:**

Landlord shall maintain all building systems, including but not limited to elevators, and pay for real property taxes, insurance, water, gas, electricity, janitorial service five (5) days a week, which includes cleaning and disinfecting of Grove Street and Market Street sidewalk entrances, and security.

**Leasehold
Improvements:**

Landlord shall, at City's expense, contract for the installation of leasehold improvements in accordance with said plans and specifications provided by City, for a portion of the third floor Premises.

**Integrated Pest
Management:**

Landlord shall adopt an integrated pest management program for the entire building (DOE staff will act as a technical resource), and reduce if not eliminate the use of all toxic pesticides.

**Green Building
Issues:**

Landlord shall work with DOE's Green Building technical staff to maximize green building techniques for any renovations, repairs, etc. For example, all paint used in the building would be paint with no VOC emissions.

**Access to Utility/
Telephone Closets:**

Since City rents nearly the entire building, Landlord shall provide keys for the utility and telephone closets to City in order that City may promptly respond to utility and telecommunication problems resulting from power outages.

Business Hours:

DOE's business hours are 8:00 am to 6:00 pm during which time Landlord shall provide heating ventilating and air conditioning to the leased office premises.

Bicycle Storage:

Article 1.5 of the San Francisco Planning Code requires bicycle storage at City leased buildings, depending on funding, at no cost to Landlord. In the event that City desires to provide such storage in this building, Landlord agrees to cooperate with City in implementing this requirement.

**Real Estate
Broker:**

Landlord will be solely responsible for any brokerage commissions or fees payable on account of the lease and/or proposed purchase. City will have no responsibility for payment of any such commissions and fees.

City Form: The lease agreement shall be based on City standard lease form. The final lease is subject to negotiations with the City through its Director of Property, and approval by the City's Director of Property, City Attorney, Board of Supervisors and Mayor, in their respective sole and absolute discretion.

Expiration of Offer: October 16, 2006

Should you have any questions about the above terms and conditions, please contact Marta A. Bayol of this office at 554-9865.

If the above offer is acceptable, please countersign and date below.

Sincerely,



Amy L. Brown
Director of Property

Yully Company, LLC

By: _____
Steven Kwong

Its: _____
Manager

Date: _____

cc: David Assmann
Deputy Director, DOE



DENNIS J. HERRERA
City Attorney

CATHARINE BARNES
Deputy City Attorney

DIRECT DIAL: (415) 554-4671
E-MAIL: catharine.barnes@sfgov.org

MEMORANDUM

TO: Paul Pelosi, Jr., President and Honorable Commissioners,
Commission on the Environment

FROM: Catharine Barnes
Deputy City Attorney

DATE: October 10, 2006

RE: UN Global Compact Representative

You have informed us that the Department of the Environment will be hosting a representative of the UN Global Compact in the Department's offices for one year. You have further informed us that during that time, the representative will provide administrative and technical support to Department staff on the City's own Global Compact project, participate in meetings with the Department, and contribute environmental and programmatic input. You have asked whether this proposal raises any legal problems.

Based upon the facts as you have provided them, we do not see any legal problems with this proposal. A City department may, on a space available basis, host volunteers or interns from private organizations to assist the department in the performance of its activities and operations.

If you have not already done so, we recommend that you develop a formal policy for participation by volunteers and interns. We would be happy to assist you with that undertaking.

If it is anticipated that the representative will be working on other projects that do not fall within the Department of the Environment's jurisdiction but nonetheless promote the City's interests, the Department should obtain the prior approval of the Board of Supervisors. The representative may not use City resources, including office space and equipment, to conduct private business. Nor may the representative use City resources to conduct business of other organizations, except to the extent such organizations are working with the Department on a joint project or program. For example, the representative may not conduct fundraising activities unrelated to City business from a City office.



SF Environment

Our home. Our city. Our planet.



Mayor

GAVIN NEWSOM

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**REGULAR MEETING
DRAFT MINUTES**

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OCT 26 2006

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**Wednesday, October 18, 2006, 4:00 P.M.
Department of the Environment
11 Grove Street, Ground Floor Conference Room
San Francisco, CA 94102**

COMMITTEE MEMBERS: Commissioners Alan Mok (Chair); Paul Pelosi Jr. and Angelo King

Commission Secretary: Monica Fish

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 4:15 p.m. Present: Commissioners King, Mok (4:18), and Pelosi Jr.

- 2. ACTION:** Adoption of Minutes of the July 19, 2006 Regular Meeting. Upon Motion by Commissioner Pelosi Jr. and second by Commissioner King, the July 19, 2006 Meeting Minutes were approved with no objection. (Absent: Commissioner Mok) (Explanatory Document: Approved Minutes of the July 19, 2006 Regular Meeting (HTML)

http://sfgov.org/site/sfenvironment_page.asp?id=43684).

- 3. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. INFORMATIONAL REPORT: Public Outreach Plans for 2006-2007 and Previous Year's Accomplishments.

Staff: Mark Westlund, Public Outreach Program Manager

Mr. Mark Westlund, Public Outreach Program Manager presented an informational report discussing previous year's accomplishments that include:

- Inquiries: Fielding 6,000 informational calls and emails.
- Media Outreach: 196 media reports and articles--second highest year after World Environment Day. The biggest story was the living Christmas Tree Program which is planned again this year.
- Telephone and Mail Outreach: telephoned residents urging people to recycle and mailed a Residential Recycling Guide citywide urging residents to compost.

Current and Upcoming Public Outreach Plans:

- Reorganization in the Outreach Team: now staffed with a Volunteer Coordinator, three 5640 Environmental Specialists for Toxics, Recycling, and Media outreach programs. The Media Specialist will be assigned to public relations and online media, e.g. website design, update, and writing materials. Ms. Brise Tencer, Environmental Specialist with an emphasis on Toxics Reduction was introduced.
- Yellow-Page Advertising: Department purchased a six-page yellow-page ad.
- Recycling and Composting
 - Researching a campaign to target apartment buildings and supportive living facilities through landlord groups.
 - Composting: Citywide mailer focusing on composting. Items that can be composted produce the most tonnage in the waste-stream.
 - Partnering with a promotional partner to offer online coupons for compostable bags and then capturing email addresses and sending updates by Department newsletter.
 - Small pilot project in the Sunset neighborhood that offers a new ventilated collection pail for compostables.
 - Advertising: Television ads to focus on recycling and composting to air in January and February on cable. Bus shelter and bus side advertising will be implemented to promote recycling and composting.
- Website: Launching Department's newly designed website in January. New feature is a searchable Eco-finder database that locates product-specific recycling locations.

- Toxics Reduction

- Focus Groups: A series of focus groups were held with large apartment dwellers, small apartment dwellers, home owners, and Spanish and Chinese groups to determine their knowledge of toxic and hazardous waste recycling, products, and source for information, e.g. newspapers, internet, Norcal.
- Outreach Campaigns: Plan to target various language groups.
- New toxics collection program will be implemented, e.g. a free toxics curbside collection program. The details are being worked out with Norcal.

Commissioner Pelosi Jr. stated that the City has adopted principles and buying patterns and recommended that the City lead by example. It was suggested that a message be sent that residents should buy less toxic products without recommending specific product lines.

Commissioner King requested that the Department meet with the Bayview Citizens Advisory and Project Area Committees that are advising the Redevelopment Agency in the planning of the shipyard development and Candlestick projects in order to emphasize the importance of green building. It was suggested that the work being done on Treasure Island be used as an example.

Commissioner Mok discussed the multicultural diversity in San Francisco and the need for enforcement and education on recycling principles, e.g. less use of plastic bags. It was recommended that cable advertising be expanded to include other languages. Mr. Westlund advised that the current program will be analyzed to determine its performance and then if successful, be expanded to include the message in Spanish and Chinese.

Mr. Westlund advised that the Governor had signed a bill that requires recycling at all grocery stores, but would prohibit (1) cities from setting their own fees or requirements on bag reduction; and (2) grocery stores would not be required to provide the number of bag usage. The bill is scheduled to sunset in 2012. Deputy Director Assmann advised that the agreement that the grocers signed to report on bag usage for one year would still be in effect. Commissioner Mok discussed a campaign in Hong Kong where people on the 1st and 15th of the month are asked to carry their own shopping bag. Mr. Westlund reported that 67,000 shopping bags are distributed every weekend at the Farmers Market and at San Francisco Green Connect events.

Public Comment: Ms. Nancy Wuerfel inquired (1) where the Residential Recycling Guide was sent to and if it included apartment buildings; and (2) if the bag legislation had passed at the state level. Mr. Westlund reported that (1) the Department purchased a citywide residential customer list from the Post Office that did include apartment residents, and (2) the bag legislation was signed by the Governor.

- 5. DISCUSSION and ACTION:** Draft Resolution File R-2006-12-COE to approve allocation of up to \$200,000 in Environmental Justice grant funds to support San Francisco Environment's Environmental Justice program services (Explanatory Document: Draft Resolution File R-2006-12-COE (HTML) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2006/Grant%20Resolution2006-12Appendixes.PDF>).

Staff: Anne Eng, Environmental Justice Program Manager

Ms. Anne Eng, Environmental Justice Program Manager reported that the allocation of grant funds was before the Operations Committee for approval and would be forwarded to the Commission on the Environment in November for their consideration. Ms. Eng explained that the Environmental Justice Program area has been administering a City grant program that started in 2000, and that the first awards were issued in 2001. On an annual basis, Requests for Proposals are issued, grant applications received, proposals evaluated, and funding recommendations made to the Commission for Environmental Justice grant awards. It was stated that a list of grants awarded to date is attached to the Commission's packet as Appendix A.

The Operations Committee was asked to approve a Resolution allocating \$200,000 from Environmental Justice grant funds to secure and leverage \$609,600 in federal and state grant funding for operation of the Bayview Hunters Point Farmers Market for a 3-year period (\$280,000 USDA federal grant), to promote biodiesel fuel and address air quality concerns in the Potrero and Bayview Hunters Point communities of San Francisco (\$200,000 US EPA federal grant), and for a Bayview Hunters Point community diesel emissions reduction project for a two-year period (\$129,600 California Department of Transportation state grant). It was explained that of the \$609,600 in new federal and state grant awards, two awards require the Environmental Justice Program of San Francisco Environment to provide a local match. City funds would help leverage the third grant award, for a total of \$200,000. Ms. Eng advised that the Environmental Justice Program's services have expanded beyond grant management to include program services such as operation of a Bayview Farmers Market and addressing air pollution concerns. In addition, the new grants will help build upon the Environmental Justice program's current activities and services.

Ms. Eng explained that a significant portion of the \$129,600 California Department of Transportation state grant would be allocated to technical consultants to research pollution generated from truck engines and that \$24,000 would be allocated to a non-profit or professional consultant to provide outreach in the Bayview neighborhood. It was reported that Randall von Wedel of BioSolar, one of the country's leading biodiesel experts, was awarded the grant through a CalTrans bidding process.

Commissioner King recommended that Ms. Eng consult with Ms. Peg Devine of the Department of Public Works (DPW) who is conducting a Bayview truck route study and to consult the Bayview Environmental Impact Report in order to not duplicate efforts and make the best use of grant funds. Ms. Eng reported that she is in contact with Frank Felice of DPW that is a lead in the Bayview Transportation Improvement Project. Commissioner King asked how the \$129,000 might change if data that had been collected from DPW be used in this effort. Ms. Eng stated that consideration had

already been made on how existing resources could be leveraged and efforts would not be duplicated.

Commissioner Pelosi Jr. asked if the Department can select their own contractor. Ms. Eng replied that the technical consultant was awarded the grant through the CalTrans bidding process. It was advised that the \$24,000 allocated to community outreach would be through an RFP process, and that all city and state contracting bid requirements would be met.

Commissioner King asked for additional information on the \$200,000 grant to the City College Evans Street campus to promote biodiesel. Ms. Eng reported that City College will be working with biodiesel experts in an effort to develop local infrastructure, provide training, and help local distributors make biodiesel available to the public. Petroleum distribution companies would be providing biodiesel to gas stations, and training would be provided to local fleet operators, truckers, and distributors on how to handle biodiesel. Commissioner King requested that City College staff attend the Commission meeting to discuss their effort and describe what other natural partners could be involved in this effort. Commissioner King asked for an understanding of how the full amount would be distributed and who would be involved.

Commissioner Pelosi Jr. asked Ms. Eng to provide a summary of each of the grant applications.

Ms. Sraddha Mehta, Environmental Justice Coordinator explained that City College (Biodiesel project) and Girls 2000 (Farmer's Market project) are the lead agencies and the Environmental Justice Program is a partner. Appendix B of the Commission's packet lists the grants and provides additional detailed information. Ms. Eng explained that the Environmental Justice program was allocated a portion of the federal grant funds from the United States Environmental Protection Agency to help the municipal fleets incorporate biodiesel blend as a fuel, to provide training, and multilingual, multicultural outreach as defined in the grant application for the program.

Commissioner Pelosi Jr. asked if the \$200,000 would be coming from the Impound Account. Deputy Director Assmann explained that the \$200,000 would be coming from Environmental Justice grant funding. Ms. Eng explained that an Accept and Expend Resolution would be provided to the Board of Supervisors requesting their approval to receive outside grants.

Commissioner King asked what portion of the grant funding would be allocated to the Department of the Environment for staffing. Ms. Mehta explained that out of the \$280,000 from the USDA for the Bayview Farmers Market, \$116,000 would be allocated to the Department and the remainder would be allocated to Girls 2000.

Public Comment: Ms. Nancy Wuerfel asked (1) for the disposition of the \$116,000 allocated to the Department; (2) if the \$200,000 from the state's \$13-million grant is noted in the Department's budget this year; and (3) requested a detailed breakdown of how grant funds would be spent. Ms. Eng explained that the (1) \$116,000 would be used primarily for Department staffing/benefit costs and \$3000 for printing and publications; (2) the \$200,000 is included in the Department's budget as there was a

total of \$1.3 million available in the current budget, including an amount of grant funds carried over from unspent grants from last year. Deputy Director Assmann would provide a detailed breakdown of how funding would be used and over what time period for the next meeting. Ms. Eng advised that the majority of funding will be used for staffing and costs committed to the projects consistent with grant guidelines. Deputy Director Assmann advised that the staffing level has not changed as a result of these grants.

Upon Motion by Commissioner King and second by Commissioner Pelosi Jr. with no objection, Draft Resolution File R-2006-12-COE was forwarded to the Commission with recommendation for approval at their next meeting. (AYES: Commissioners Pelosi Jr., King and Mok; Noes: None)

6. INFORMATIONAL REPORT: Update on the City and County of San Francisco Controller's Office Audit Report.

Staff: David Assmann, Deputy Director

David Assmann, Deputy Director reported that the Controller's Office has not issued a Draft Report at this time and a report would be given once it becomes available.

7. INFORMATIONAL REPORT: Update on Lease of Office Space at 11 Grove Street (Explanatory Document: Lease Renewal October 10, 2006 Letter to Mr. Steven Kwong <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2006/FinalLOILease.pdf>).

Staff: David Assmann, Deputy Director

David Assmann, Deputy Director reported that the Department is negotiating a three-year extension on its lease at 11Grove Street with the property owner. The Department will be getting (1) additional space on the third floor to alleviate overcrowding issues and (2) use of shower facilities as part of the lease agreement. It was indicated that a tentative agreement may be reached by the end of the week and occupancy would be scheduled for January. The lease agreement would then be forwarded to the Board of Supervisors for their approval. Mr. Assmann explained that renovations would have to be made to the third floor. Chair Mok inquired as to the amount of additional square feet the Department would be acquiring. Deputy Director Assmann reported that the Department is acquiring additional square footage--from 13,213 square feet to 14,472 square feet.

Public Comment: Ms. Wuerfel asked for the significance of the agreed to business hours of 8:00 a.m. to 6:00 p.m. and how that would affect the Department's evening meetings. Deputy Director Assmann advised that the landlord provides heat and air conditioning from 8:00 a.m. – 6:00 p.m., but that this issue would not curtail the work of the Department before and after those hours.

8. CORRESPONDENCE RECEIVED: Deputy City Attorney's Correspondence on Lease of Office Space to the UN Global Compact (Explanatory Document: UN Global Compact Representative Deputy City Attorney Letter October 10, 2006 <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2006/UNmemo.doc>).

Staff: David Assmann, Deputy Director

Deputy Director Assmann reported that a written legal opinion had been provided on the legality of the Department's lease of office space to the UN Global Compact as requested.

Public Comment: Ms. Wuerfel discussed the history of her request requesting the legality of the allocation of office space to the UN Global Compact and referenced Deputy City Attorney Sandler's statement that it may constitute a gift of office space. It was stated that Deputy City Attorney Barnes' letter indicates that it is legal for volunteers or interns that donate 100% of their time performing work relevant to the Department to lease office space. Ms. Wuerfel stated that the UN Global Compact has a comprehensive agenda that includes principles that are not relevant to this Department. Ms. Wuerfel also expressed her concern with liability issues, requested an explanation of the \$5000 that was supposed to be forthcoming to the Department, and discussed the fairness of selecting the UN over other equally worthy groups. A request was made (1) for the Department to create a formal policy for hosting volunteers and interns and (2) to request prior approval from the Board of Supervisors for non-volunteers.

Deputy Director Assmann reported that the UN Global Compact representative is performing work solely for the Department when he is in the office and brings major resources to the Department. It was stated that a volunteer liability form has been signed. Mr. Assmann also indicated that consideration would be given to any other group on a space available basis. It was also stated that the Department is still working with the agency that is raising the \$5,000 and as soon as funding is secured, an agreement will be worked out.

Commissioner King asked how long the office space would be leased to the UN Global Compact. Deputy Director Assmann stated that the agreement was for one year. Chair Mok indicated that he would welcome groups that are volunteering to provide work for the Department.

Ms. Wuerfel requested that she be provided with documents that include (1) City's Own Global Compact Project as referenced by the Deputy City Attorney's letter, (2) the formal Department policy for volunteers; and (3) a defined agreement between the UN Global Compact Office and the Department.

9. INFORMATION: New Business. There was no new business discussed at this time.

10. FUTURE AGENDA ITEMS. (1) January Operations and Commission meetings: 2007-2008 Fiscal Year Budget; and (2) Grants Reporting. Commissioner King requested that the Committee be made aware of all Requests for Approvals that the Department will be issuing. Deputy Director Assmann indicated that this item would be added to each Operations Committee meeting agenda.

11. PUBLIC COMMENTS: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. Ms. Nancy Wuerfel asked when the 2007-2008 Budget would be available. Deputy Director Assmann indicated that the budget would be available a week before the January 17th Operations Committee meeting and would be forwarded to the Mayor's Office in February.

12. ADJOURNMENT. The Operations Committee meeting adjourned at 5:20 p.m.

Monica Fish, Commission Secretary
TEL: (415) 355-3709
FAX: (415) 554-6393

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=15518; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or (4) via e-mail at Monica.Fish@sfgov.org.*

Adopted:



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**REGULAR MEETING
APPROVED MINUTES**

**Wednesday, October 18, 2006, 4:00 P.M.
Department of the Environment
11 Grove Street, Ground Floor Conference Room
San Francisco, CA 94102**

DOCUMENTS DEPT.

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair); Paul Pelosi Jr. and Angelo King

Commission Secretary: Monica Fish

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 4:15 p.m. Present: Commissioners King, Mok (4:18), and Pelosi Jr.

- 2. ACTION:** Adoption of Minutes of the July 19, 2006 Regular Meeting. Upon Motion by Commissioner Pelosi Jr. and second by Commissioner King, the July 19, 2006 Meeting Minutes were approved with no objection. (Absent: Commissioner Mok) (Explanatory Document: Approved Minutes of the July 19, 2006 Regular Meeting (HTML)

http://sfgov.org/site/sfenvironment_page.asp?id=43684).

- 3. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. INFORMATIONAL REPORT: Public Outreach Plans for 2006-2007 and Previous Year's Accomplishments.

Staff: Mark Westlund, Public Outreach Program Manager

Mr. Mark Westlund, Public Outreach Program Manager presented an informational report discussing previous year's accomplishments that include:

- Inquiries: Fielding 6,000 informational calls and emails.
- Media Outreach: 196 media reports and articles--second highest year after World Environment Day. The biggest story was the living Christmas Tree Program which is planned again this year.
- Telephone and Mail Outreach: telephoned residents urging people to recycle and mailed a Residential Recycling Guide citywide urging residents to compost.

Current and Upcoming Public Outreach Plans:

- Reorganization in the Outreach Team: now staffed with a Volunteer Coordinator, three 5640 Environmental Specialists for Toxics, Recycling, and Media outreach programs. The Media Specialist will be assigned to public relations and online media, e.g. website design, update, and writing materials. Ms. Brise Tencer, Environmental Specialist with an emphasis on Toxics Reduction was introduced.
- Yellow-Page Advertising: Department purchased a six-page yellow-page ad.
- Recycling and Composting
 - Researching a campaign to target apartment buildings and supportive living facilities through landlord groups.
 - Composting: Citywide mailer focusing on composting. Items that can be composted produce the most tonnage in the waste-stream.
 - Partnering with a promotional partner to offer online coupons for compostable bags and then capturing email addresses and sending updates by Department newsletter.
 - Small pilot project in the Sunset neighborhood that offers a new ventilated collection pail for compostables.
 - Advertising: Television ads to focus on recycling and composting to air in January and February on cable. Bus shelter and bus side advertising will be implemented to promote recycling and composting.
- Website: Launching Department's newly designed website in January. New feature is a searchable Eco-finder database that locates product-specific recycling locations.

- Toxics Reduction

- Focus Groups: A series of focus groups were held with large apartment dwellers, small apartment dwellers, home owners, and Spanish and Chinese groups to determine their knowledge of toxic and hazardous waste recycling, products, and source for information, e.g. newspapers, internet, Norcal.
- Outreach Campaigns: Plan to target various language groups.
- New toxics collection program will be implemented, e.g. a free toxics curbside collection program. The details are being worked out with Norcal.

Commissioner Pelosi Jr. stated that the City has adopted principles and buying patterns and recommended that the City lead by example. It was suggested that a message be sent that residents should buy less toxic products without recommending specific product lines.

Commissioner King requested that the Department meet with the Bayview Citizens Advisory and Project Area Committees that are advising the Redevelopment Agency in the planning of the shipyard development and Candlestick projects in order to emphasize the importance of green building. It was suggested that the work being done on Treasure Island be used as an example.

Commissioner Mok discussed the multicultural diversity in San Francisco and the need for enforcement and education on recycling principles, e.g. less use of plastic bags. It was recommended that cable advertising be expanded to include other languages. Mr. Westlund advised that the current program will be analyzed to determine its performance and then if successful, be expanded to include the message in Spanish and Chinese.

Mr. Westlund advised that the Governor had signed a bill that requires recycling at all grocery stores, but would prohibit (1) cities from setting their own fees or requirements on bag reduction; and (2) grocery stores would not be required to provide the number of bag usage. The bill is scheduled to sunset in 2012. Deputy Director Assmann advised that the agreement that the grocers signed to report on bag usage for one year would still be in effect. Commissioner Mok discussed a campaign in Hong Kong where people on the 1st and 15th of the month are asked to carry their own shopping bag. Mr. Westlund reported that 67,000 shopping bags are distributed every weekend at the Farmers Market and at San Francisco Green Connect events.

Public Comment: Ms. Nancy Wuerfel inquired (1) where the Residential Recycling Guide was sent to and if it included apartment buildings; and (2) if the bag legislation had passed at the state level. Mr. Westlund reported that (1) the Department purchased a citywide residential customer list from the Post Office that did include apartment residents, and (2) the bag legislation was signed by the Governor.

5. **DISCUSSION and ACTION:** Draft Resolution File R-2006-12-COE to approve allocation of up to \$200,000 in Environmental Justice grant funds to support San Francisco Environment's Environmental Justice program services (Explanatory Document: Draft Resolution File R-2006-12-COE (HTML) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2006/Grant%20Resolution2006-12Appendixes.PDF>).

Staff: Anne Eng, Environmental Justice Program Manager

Ms. Anne Eng, Environmental Justice Program Manager reported that the allocation of grant funds was before the Operations Committee for approval and would be forwarded to the Commission on the Environment in November for their consideration. Ms. Eng explained that the Environmental Justice Program area has been administering a City grant program that started in 2000, and that the first awards were issued in 2001. On an annual basis, Requests for Proposals are issued, grant applications received, proposals evaluated, and funding recommendations made to the Commission for Environmental Justice grant awards. It was stated that a list of grants awarded to date is attached to the Commission's packet as Appendix A.

The Operations Committee was asked to approve a Resolution allocating \$200,000 from Environmental Justice grant funds to secure and leverage \$609,600 in federal and state grant funding for operation of the Bayview Hunters Point Farmers Market for a 3-year period (\$280,000 USDA federal grant), to promote biodiesel fuel and address air quality concerns in the Potrero and Bayview Hunters Point communities of San Francisco (\$200,000 US EPA federal grant), and for a Bayview Hunters Point community diesel emissions reduction project for a two-year period (\$129,600 California Department of Transportation state grant). It was explained that of the \$609,600 in new federal and state grant awards, two awards require the Environmental Justice Program of San Francisco Environment to provide a local match. City funds would help leverage the third grant award, for a total of \$200,000. Ms. Eng advised that the Environmental Justice Program's services have expanded beyond grant management to include program services such as operation of a Bayview Farmers Market and addressing air pollution concerns. In addition, the new grants will help build upon the Environmental Justice program's current activities and services.

Ms. Eng explained that a significant portion of the \$129,600 California Department of Transportation state grant would be allocated to technical consultants to research pollution generated from truck engines and that \$24,000 would be allocated to a non-profit or professional consultant to provide outreach in the Bayview neighborhood. It was reported that Randall von Wedel of BioSolar, one of the country's leading biodiesel experts, was awarded the grant through a CalTrans bidding process.

Commissioner King recommended that Ms. Eng consult with Ms. Peg Devine of the Department of Public Works (DPW) who is conducting a Bayview truck route study and to consult the Bayview Environmental Impact Report in order to not duplicate efforts and make the best use of grant funds. Ms. Eng reported that she is in contact with Frank Felice of DPW that is a lead in the Bayview Transportation Improvement Project. Commissioner King asked how the \$129,000 might change if data that had been collected from DPW be used in this effort. Ms. Eng stated that consideration had

already been made on how existing resources could be leveraged and efforts would not be duplicated.

Commissioner Pelosi Jr. asked if the Department can select their own contractor. Ms. Eng replied that the technical consultant was awarded the grant through the CalTrans bidding process. It was advised that the \$24,000 allocated to community outreach would be through an RFP process, and that all city and state contracting bid requirements would be met.

Commissioner King asked for additional information on the \$200,000 grant to the City College Evans Street campus to promote biodiesel. Ms. Eng reported that City College will be working with biodiesel experts in an effort to develop local infrastructure, provide training, and help local distributors make biodiesel available to the public. Petroleum distribution companies would be providing biodiesel to gas stations, and training would be provided to local fleet operators, truckers, and distributors on how to handle biodiesel. Commissioner King requested that City College staff attend the Commission meeting to discuss their effort and describe what other natural partners could be involved in this effort. Commissioner King asked for an understanding of how the full amount would be distributed and who would be involved.

Commissioner Pelosi Jr. asked Ms. Eng to provide a summary of each of the grant applications.

Ms. Sraddha Mehta, Environmental Justice Coordinator explained that City College (Biodiesel project) and Girls 2000 (Farmer's Market project) are the lead agencies and the Environmental Justice Program is a partner. Appendix B of the Commission's packet lists the grants and provides additional detailed information. Ms. Eng explained that the Environmental Justice program was allocated a portion of the federal grant funds from the United States Environmental Protection Agency to help the municipal fleets incorporate biodiesel blend as a fuel, to provide training, and multilingual, multicultural outreach as defined in the grant application for the program.

Commissioner Pelosi Jr. asked if the \$200,000 would be coming from the Impound Account. Deputy Director Assmann explained that the \$200,000 would be coming from Environmental Justice grant funding. Ms. Eng explained that an Accept and Expend Resolution would be provided to the Board of Supervisors requesting their approval to receive outside grants.

Commissioner King asked what portion of the grant funding would be allocated to the Department of the Environment for staffing. Ms. Mehta explained that out of the \$280,000 from the USDA for the Bayview Farmers Market, \$116,000 would be allocated to the Department and the remainder would be allocated to Girls 2000.

Public Comment: Ms. Nancy Wuerfel asked (1) for the disposition of the \$116,000 allocated to the Department; (2) if the \$200,000 from the state's \$13-million grant is noted in the Department's budget this year; and (3) requested a detailed breakdown of how grant funds would be spent. Ms. Eng explained that the (1) \$116,000 would be used primarily for Department staffing/benefit costs and \$3000 for printing and publications; (2) the \$200,000 is included in the Department's budget as there was a

total of \$1.3 million available in the current budget, including an amount of grant funds carried over from unspent grants from last year. Deputy Director Assmann would provide a detailed breakdown of how funding would be used and over what time period for the next meeting. Ms. Eng advised that the majority of funding will be used for staffing and costs committed to the projects consistent with grant guidelines. Deputy Director Assmann advised that the staffing level has not changed as a result of these grants.

Upon Motion by Commissioner King and second by Commissioner Pelosi Jr. with no objection, Draft Resolution File R-2006-12-COE was forwarded to the Commission with recommendation for approval at their next meeting. (AYES: Commissioners Pelosi Jr., King and Mok; Noes: None)

6. INFORMATIONAL REPORT: Update on the City and County of San Francisco
Controller's Office Audit Report.

Staff: David Assmann, Deputy Director

David Assmann, Deputy Director reported that the Controller's Office has not issued a Draft Report at this time and a report would be given once it becomes available.

7. INFORMATIONAL REPORT: Update on Lease of Office Space at 11 Grove Street
(Explanatory Document: Lease Renewal October 10, 2006 Letter to Mr. Steven Kwong
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2006/FinalLOILease.pdf>).

Staff: David Assmann, Deputy Director

David Assmann, Deputy Director reported that the Department is negotiating a three-year extension on its lease at 11Grove Street with the property owner. The Department will be getting (1) additional space on the third floor to alleviate overcrowding issues and (2) use of shower facilities as part of the lease agreement. It was indicated that a tentative agreement may be reached by the end of the week and occupancy would be scheduled for January. The lease agreement would then be forwarded to the Board of Supervisors for their approval. Mr. Assmann explained that renovations would have to be made to the third floor. Chair Mok inquired as to the amount of additional square feet the Department would be acquiring. Deputy Director Assmann reported that the Department is acquiring additional square footage--from 13,213 square feet to 14,472 square feet.

Public Comment: Ms. Wuerfel asked for the significance of the agreed to business hours of 8:00 a.m. to 6:00 p.m. and how that would affect the Department's evening meetings. Deputy Director Assmann advised that the landlord provides heat and air conditioning from 8:00 a.m. – 6:00 p.m., but that this issue would not curtail the work of the Department before and after those hours.

8. CORRESPONDENCE RECEIVED: Deputy City Attorney's Correspondence on Lease
of Office Space to the UN Global Compact (Explanatory Document: UN Global Compact
Representative Deputy City Attorney Letter October 10, 2006
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2006/UNmemo.doc>).

Staff: David Assmann, Deputy Director

Deputy Director Assmann reported that a written legal opinion had been provided on the legality of the Department's lease of office space to the UN Global Compact as requested.

Public Comment: Ms. Wuerfel discussed the history of her request requesting the legality of the allocation of office space to the UN Global Compact and referenced Deputy City Attorney Sandler's statement that it may constitute a gift of office space. It was stated that Deputy City Attorney Barnes' letter indicates that it is legal for volunteers or interns that donate 100% of their time performing work relevant to the Department to lease office space. Ms. Wuerfel stated that the UN Global Compact has a comprehensive agenda that includes principles that are not relevant to this Department. Ms. Wuerfel also expressed her concern with liability issues, requested an explanation of the \$5000 that was supposed to be forthcoming to the Department, and discussed the fairness of selecting the UN over other equally worthy groups. A request was made (1) for the Department to create a formal policy for hosting volunteers and interns and (2) to request prior approval from the Board of Supervisors for non-volunteers.

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9. INFORMATION: New Business. There was no new business discussed at this time.

10. FUTURE AGENDA ITEMS. (1) January Operations and Commission meetings: 2007-2008 Fiscal Year Budget; and (2) Grants Reporting. Commissioner King requested that the Committee be made aware of all Requests for Proposals that the Department will be issuing. Deputy Director Assmann indicated that this item would be added to each Operations Committee meeting agenda.

11. PUBLIC COMMENTS: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. Ms. Nancy Wuerfel asked when the 2007-2008 Budget would be available. Deputy Director Assmann indicated that the budget would be available a week before the January 17th Operations Committee meeting and would be forwarded to the Mayor's Office in February.

12. ADJOURNMENT. The Operations Committee meeting adjourned at 5:20 p.m.

Monica Fish, Commission Secretary
TEL: (415) 355-3709
FAX: (415) 554-6393

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=15518; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or (4) via e-mail at Monica.Fish@sfgov.org.*

Adopted: April 18, 2007



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

NOTICE OF REGULAR MEETING AND AGENDA

Wednesday, January 17, 2007, 4:00 P.M.
Department of the Environment
11 Grove Street
San Francisco, CA 94102

DOCUMENTS DEPT.

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COMMITTEE MEMBERS: Commissioners Alan Mok, Chair and Paul Pelosi, Jr.

Commission Secretary: Monica Fish

01-12-07 PM 1:18 RCVD

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. CALL TO ORDER AND ROLL CALL

2. ACTION: Adoption of Minutes of the October 18, 2006 Operations Committee Regular Meeting (Explanatory Document: Draft Minutes of the October 18, 2006 Operations Committee Regular Meeting).

3. PUBLIC COMMENTS: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

4. INFORMATIONAL REPORT: Environmental Justice Program Fiscal Year 2006/07 Request for Proposal (RFP), issued jointly with the Recycling Program on December 21, 2006. (Explanatory Document: Request for Proposal)
Staff: Anne Eng, Environmental Justice Program Manager

5. INFORMATIONAL REPORT: Environmental Justice Program Incoming Grant Awards - funding allocation and timeline (Explanatory Document: Allocation and Timeline of Grant Funds from USDA, Caltrans and US EPA)
Staff: Anne Eng, Environmental Justice Program Manager

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

Telephone: (415) 355-3700 • Fax: (415) 554-6393

Email: Monica.Fish@sfgov.org • www.sfenvironment.com

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- 6. PRESENTATION and ACTION:** Informational Presentation on the Department of the Environment's Fiscal-Year 2007-2008 Draft Budget. The Committee will vote on approving the Draft Budget for presentation to and action by the full Commission (Explanatory Document: Fiscal Year 2007-08 Draft Budget)
Staff: David Assmann, Deputy Director
- 7. DISCUSSION and ACTION:** Department of the Environment's Lease of Office Space Policy. The Committee will vote on approving the Draft Policy for presentation to and action by the full Commission (Explanatory Document: Lease of Office Space Policy.)
Staff: David Assmann, Deputy Director
- 8. INFORMATIONAL REPORT:** Status Report on upcoming Department of the Environment's Requests for Proposals.
Staff: David Assmann, Deputy Director
- 9. INFORMATIONAL REPORT:** Status Report on Grants Received by the Department of the Environment.
Staff: David Assmann, Deputy Director
- 10. INFORMATION:** New Business
- 11. FUTURE AGENDA ITEMS**
- 12. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 13. ADJOURNMENT**

Monica Fish, Commission Secretary
TEL: (415) 355-3709
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Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the President. If it is demonstrated that the comments by the public will exceed 15 minutes, the President may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

Posted: January 4, 2007

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability accessibility hotline at (415) 554-6060.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2nd Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE: January 17, 2007

ITEM NO. 4

**COMMISSION ON THE ENVIRONMENT
Operations Committee
AGENDA PACKET CONTENTS LIST***

☒ Environmental Justice and Recycling Request for Proposal

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*This list reflects the explanatory documents provided.

CITY AND COUNTY OF SAN FRANCISCO
Department of the Environment Grant Program 2006-07
Environmental Justice and Zero Waste Grant Announcement

Grant Solicitation Issue Date: December 21, 2006

Pre-application Conference: January 18, 2007, 2:00 p.m. at 11 Grove Street

Deadline to submit applications: February 15, 2007, 3:00 PM at 11 Grove Street

ABOUT THE GRANTS

Environmental Justice Grants – San Francisco's Department of the Environment (SF Environment) provides Environmental Justice (EJ) grants to non-profit organizations serving the Bayview Hunters Point and Potrero neighborhoods in the Southeast area of the City, to address energy, environmental and related public health concerns. Recognizing that the residents of San Francisco's Bayview Hunters Point and Potrero neighborhoods have been disproportionately burdened by the electric power generation plants in their communities, the City's EJ grant program funds projects that will: promote locally-grown produce and food security; improve indoor and outdoor air quality; reduce electricity demand and the City's reliance on fossil-fueled power plants; and promote economic development and meaningful employment in the environmental field through education and job training. For this funding cycle, SF Environment will disburse up to a total of \$500,000 in EJ grant funds. See *Environmental Justice Grants Policy Matrix*, attached as Appendix A, for a detailed description of the EJ grant program's objectives and goals and types of projects which are eligible to receive EJ grant funds from the City.

Zero Waste Grants – The San Francisco Board of Supervisors passed resolution 679-02 setting a goal for the City of 75% diversion of solid waste from landfill by 2010 and zero-waste by 2020. In the residential sector the diversion is currently under 50%. In order for the City to reach the 75% goal, an additional 25,000 tons must be diverted from the residential sector by 2010, just 3 years from now.

Accordingly, the Department of the Environment will award a total of up to \$800,000 in grant funds to projects that move San Francisco closer to reaching 75% waste diversion, particularly those that divert new residential tons in a sustainable manner. Over 35% of the waste remaining in the city is compostable food or food-soiled paper. Projects will be considered in the following areas, with priority given to projects addressing the specific targeted areas;

Zero Waste Outreach – Projects that reach San Francisco residents and/or businesses with a demonstrable impact regarding one or more of the following: increasing backyard composting, increasing use of curbside composting and recycling bins, increasing reuse and reducing consumption.

Targeted Materials and Sectors – Projects that focus on specific materials in the waste stream or specific industries, venues, or events, to achieve quantifiable source reduction, composting, recycling or reuse.

All projects must specify the reach and results of program and provide the tonnage diverted with calculations, including cost per ton. Calculations used to produce diversion tonnage should include documentation such as weight tags or other verifiable sources. The Department is particularly interested in projects that achieve cost-effective, sustainable landfill diversion. Hauling construction and demolition debris, reusables, and food for human or animal consumption can be funded under this grant program.

See *Zero Waste Grants Policy Matrix*, attached as Appendix B, for a detailed description of the Zero Waste grant program's objectives and goals and types of projects which are eligible to receive grant funds from the City.

GRANT PROCEDURES & GUIDELINES

Who can Apply – Only non-profit organizations are eligible to apply. For-profit groups, City Departments, and other government agencies may only participate as a sub-contractor to an eligible non-profit organization.

Grant Types and Sizes – SF Environment may award full, partial or no funding to applicants. The individual grants will be limited to a maximum of \$150,000 for up to one year, depending on the type of project. If no suitable applications are submitted or if there are grant funds remaining upon completion of the grant process, SF Environment retains the right to reallocate the grant funds.

Geographic Focus – Projects funded by the EJ grants must serve the Bayview Hunters Point and/or Potrero neighborhoods in San Francisco. Projects funded by the Zero Waste Program must divert waste from San Francisco's waste stream.

Application Format – Proposals should be no more than ten (10) pages in length (5 pages front and back), not including attachments. Proposals must be typed or computer generated in 12-point font. Applicants must submit the original and three (3) copies printed double-sided on at least 30% post-consumer recycled paper. No plastic binders, folders, or spiral binding will be accepted. In addition, applicants should submit an electronic copy of the proposal to sraddha.mehta@sfgov.org for EJ grants or alexa.kielty@sfgov.org for Zero Waste grants. The applicant is solely responsible for delivering the application in an acceptable form by the above deadline.

Application Deadline Applications will only be accepted by mail or in person at:

**Department of the Environment,
11 Grove Street,
San Francisco, CA 94102
Attn: EJ Program or Zero Waste Program.**

ALL APPLICATION MATERIALS MUST BE RECEIVED BY THE DEPARTMENT BY 3:00 PM ON FEBRUARY 15, 2007, WITHOUT EXCEPTIONS.

Funding Limitations, Grant Agreement/Contract Requirement, and Payment Process - Before the City can award any grant funds, the grantee must become an approved city vendor and meet Human Rights Commission (HRC) requirements. This process can be arduous and should be started as early as possible in the application process. Required forms may be downloaded from <http://www.sfgov.org/oca/purchasing/forms.htm>. For more information on the HRC requirements and forms, please contact the HRC at 415-252-2500.

Projects relating to construction, including the installation of solar energy systems, may be subject to the City's subcontracting requirements relating to Local Business Enterprises (LBE), unless a waiver is issued by HRC. Please contact Raymond Manion at (415) 355-3719 regarding LBE subcontracting requirements if your project involves construction.

Insurance requirements and copies of sample insurance certification forms can be found at http://www.sfgov.org/site/uploadedfiles/oca/purchasing/forms/ins_requirements.doc or by contacting Rachel Buerkle at 415-355-3704.

The Department's payment process for grants and contracts is generally cost-reimbursement. Payments will be withheld pending timely submission of quarterly and final reports. SF Environment will consider providing an advance in situations where an applicant can demonstrate a legitimate fiscal need.

For more information – For Environmental Justice grants, contact Sraddha Mehta at 415-355-3723 or sraddha.mehta@sfgov.org. For Zero Waste grants, contact Alexa Kielty at 415-355-3747 or alexa.kielty@sfgov.org.

Required Elements of Proposal

- **Application Cover and Checklist** (attached)

- **Proposal Narrative** (The narrative should include the following sections. The page limitation applies only to the narrative).

- **Project Description**

Provide a description of the project, including the goals, objectives and activities to be undertaken and how these are sustainable, realistic and measurable. The applicant should state whether the organization will be working collaboratively with community groups and residents to complete the proposed project and, if so, must identify those portions of the project for which the partnering organization(s)/individual(s) will be responsible. The primary applicant will be responsible for all work to be completed by all partners. Projects must fall within one of the two following categories:

- 1) Projects that address environmental justice concerns in the Bayview Hunters Point and/or Potrero Hill neighborhoods in San Francisco (see attached Appendix A); or
- 2) Zero Waste projects that can demonstrate meaningful results from a quantifiable baseline in increasing tonnage landfill diversion in San Francisco (see attached Appendix B)

- **Qualifications**

Provide a description of your organization's qualifications and past experience with similar projects. Describe your organization's past accomplishments and services, and how your organization has effectively and successfully managed other grants. List qualifications of the key members of the project team for this particular project.

- **Evaluation**

Describe how the success of your project will be measured and tangible outcomes you expect to achieve. Identify both quantitative and qualitative results. Include a description of the evaluation methods that will be employed throughout the project. Applicants should seek the help of experts in evaluation design and implementation, as appropriate and available.

- **Financial Sustainability Plan**

Describe how the proposed project leverages other resources and funding. Also, how will the project be sustained after SF Environment's grant funds have been expended? Please specify how you will distinguish work performed with funding from SF Environment grant funds as compared to other sources of funding.

- **Work Plan**

Show that the project is well thought-out and includes milestones and deliverables in a feasible timeline. Please specify who will be responsible for each task i.e. Project Manager, Subcontractor, Outreach Worker, etc. Please specify the dollar amount from your budget that will be allocated to the tasks in each quarter. Funding may be withheld when work plan is not completed according to the approved schedule. (See attached sample work plan).

- **Budget Spreadsheet**

Show how your project is cost-effective, leverages other resources (e.g., matching grants, service fees, in-kind support) and includes a reasonable, itemized budget. For those projects that do not have quantifiable performance goals, it is recommended that applicants set aside between five and ten percent of the total project budget for evaluation. Provide a total project budget that includes the amount requested from SF Environment, the project amounts that will be contributed by each partnering organization and the total

amount of the SF Environment request that will be allocated to each partnering organization. (See attached sample budget)

- **Organizational Chart** - Please include as an organizational chart for your organization, including the project team, and a list of board of directors. If your organization is partnering with other organizations for this project, please include an organizational chart for the project team, illustrating the relationship between the organizations.
- **Letter(s) of Agreement** – Where a partnering, collaborative and/or subcontracting relationship exists, proposals must include a Memorandum of Understanding (MOU), work agreement, or letter from the partnering organization(s), which documents the relationship between organizations and delineates for which tasks each party will be responsible.
- **References** – Please submit a list of at least three (3) references with complete contact information.
- **Proof of non-profit status verifying tax-exempt status**
- **Financial Statements and List of Grants Received in Past 3 Years** – see attached cover sheet for details

Selection Process and Scoring

Written Proposals (100 points)

Written proposals will be evaluated by a selection committee on the basis of 100 possible points using the following criteria.

- Evidence of organizational capacity, including a well written and complete proposal - 40 points**
- Program specific details illustrating applicants' ability to meet program goals, as outlined Appendices A or B - 60 points**

Written proposals that do not receive a minimum score of 60 points will not be deemed qualified and will not be invited to proceed to the interview phase of the evaluation process.

Oral Interview (100 points)

Applicants scoring over 60 points on the written proposals will be interviewed by a selection committee and scored on the basis of 100 possible points using the following criteria.

- Past experience in Waste Diversion or Environmental Justice and involvement with San Francisco communities - 20 points**
- Qualifications, experience, and capacity of staff to deliver program services - 30 points**
- Ability to meet program goals, including consideration of feasibility and approach of proposed project - 40 points**
- Ability to leverage the Grant Funds and Sustain the Project Long-Term - 10 points**

Sample Work Plan Format (This will not count towards your 10-page limit) Applicants must submit a detailed work plan with a timeline and budget. Please use the format below.

You will need to identify program outcomes or deliverables in your detailed work plan. These outcomes must reflect and measure real and desirable change as opposed to “counting heads”. Outcomes are desired goals to be achieved. They are the end benefit rather than an activity or major task that may lead to a benefit. Your program activities or major tasks are those services engaged in and provided to achieve outcomes. Major tasks should include tasks necessary to evaluate the effectiveness of your project. In the budget column please indicate how much of your overall budget will be allocated to the tasks in each quarter.

<u>TIME FRAME</u>	Major Tasks	Deliverables and Outcomes	Budget
<u>Year One</u> <u>First Quarter</u>	•	Deliverables for first quarter	Personnel: \$24,000 Equipment: \$500
<u>Year One</u> <u>Second Quarter</u>	•	Deliverables for second quarter	Personnel: \$14,000 Equipment: \$1,000 Contractors: \$10,500
<u>Year One</u> <u>Third Quarter</u>	•	Deliverables for third quarter	Personnel: \$24,000 Equipment: \$1,500
<u>Year One</u> <u>Fourth Quarter</u>	•	Deliverables for fourth quarter	Personnel: \$0 Equipment: \$15,000



SF Environment

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GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE: January 17, 2007

ITEM NO. 5

**COMMISSION ON THE ENVIRONMENT
Operations Committee
AGENDA PACKET CONTENTS LIST***

☒ Allocation and Timeline of Grant Funds from USDA, Caltrans and US EPA

☐☐☐☐☐☐☐☐☐☐☐☐☐

*This list reflects the explanatory documents provided.

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

Telephone: (415) 355-3700 • Fax: (415) 554-6393

Email: environment@sfgov.org • www.sfenvironment.com

100% Post-Consumer Content



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GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

ALLOCATION AND TIMELINE OF GRANT FUNDS AWARDED BY USDA, CALTRANS AND US EPA

On October 18, 2006, the Operations Committee of the Commission on the Environment considered a resolution allowing the Environmental Justice (EJ) Program of the Department of the Environment to allocate up to \$200,000 in City EJ grant funds as a local match or to help leverage incoming grants from the US Department of Agriculture (USDA), California Department of Transportation (Caltrans) and US Environmental Protection Agency (US EPA). The EJ Program is providing this explanatory document to identify how these incoming grant funds will be allocated.

I. USDA Grant for Bayview Hunters Point Farmers Market Collaborative

Total Amount of Grant From USDA: \$280,0000 awarded to Girls 2000, as the lead grantee, with SF Environment serving as a subcontractor and receiving \$113,700 over a 3-year period.

Bayview Hunters Point Farmers Market Collaborative USDA Community Food Projects Grant						
SF Environment Subcontractor Budget						
	Item	Justification	Year 1	Year 2	Year 3	Total Project Budget
A. Salaries and Wages						
1	Senior Personnel					
	SF Environment Co-Project Director (Subcontractor to GIRLS 2000)	1500 hrs x \$38.59/hr	\$24,916	\$19,681	\$13,288	\$57,885
	TOTAL Salaries and Wages		\$24,916	\$19,681	\$13,288	\$57,885
B. Fringe Benefits		25%	\$6,229	\$4,920	\$3,322	\$14,471
C. Total Salaries, Wages, and Fringe			\$31,145	\$24,601	\$16,611	\$72,357
E. Materials and Supplies		Marketing/outreach materials, including posters, flyers, coupons*, banners, signs, healthy recipe books, and promotional items**	\$6,705	\$4,400	\$1,908	\$13,013
J. All Other Direct Costs						\$0
	Advertising	newspaper ads, bus shelter ads, radio spots	\$4,500	\$4,500	\$4,500	\$13,500
	<i>Total Other Direct costs</i>		<i>\$4,500</i>	<i>\$4,500</i>	<i>\$4,500</i>	<i>\$13,500</i>
K. TOTAL Direct Costs			\$42,350	\$33,501	\$23,019	\$98,870
L. F&A/Indirect costs		Indirect costs (15%)	\$6,353	\$5,025	\$3,453	\$14,830
M. TOTAL Direct and F&A/Indirect Costs			\$48,703	\$38,526	\$26,471	\$113,700
O. Total Amount of this Request			\$48,703	\$38,526	\$26,471	\$113,700

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II. Cal Trans Grant for Bayview Hunters Point Community Clean Air Project

Total Amount of Grant from Caltrans: \$129,600 awarded to SF Environment for a 2-year period

Personnel		Funds granted
Environmental Justice Program Manager 5644 position 0.1635 FTE	In-kind services will be provided by the Department as local match required by Caltrans	\$0
SUB Personnel		\$0
Supplies		
Design, Printing of brochures, fliers and educational materials on diesel pollution and alternative fuels	5000 fliers x \$0.10 ea = \$500, 1000 posters x \$3/ea=\$3000; 1200 brochures x \$1 each = \$1200.	\$ 4,700
SubTotal Supplies		\$ 4,700
Contracts/Grants		
Public Outreach Coordinator	To be selected based on a Request for Proposal process	\$ 24,000
Technical Services Contractor	BioSolar/Cytoculture was identified in the City's grant application to Caltrans as the technical consultant on this project	\$84,090
SubTotal Contracts/Grants		108,090
SubTotal Direct Costs		112,790
	Indirect Costs @ 15%	\$ 16,810
Grand Total		129,600

III. US EPA Grant for Biodiesel Project

Total Amount of Grant From US EPA: \$200,000 awarded to City College of San Francisco, as lead grantee, with SF Environment serving as a subcontractor for \$ 24,365 over 2-year period.

Personnel		Funds granted
Environmental Justice Program staff @ 0.09 FTE (3.6 hrs/wk) x 44 wks/yr = \$7735 x 2 yrs.= \$15470 plus fringe @ 37% (5715)= \$21,185	Perform outreach and prepare training materials on biodiesel for distribution to truck fleet operators and drivers in Environmental Justice neighborhoods	\$21,185
	Indirect Costs @ 15%	\$3,180
Grand Total		\$24,365



SF Environment

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GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE: January 17, 2007

ITEM NO. 6

**COMMISSION ON THE ENVIRONMENT
Operations Committee
AGENDA PACKET CONTENTS LIST***

☒ Fiscal Year 2007-08 Draft Budget

☐☐☐☐☐☐☐☐☐☐☐☐☐

*This list reflects the explanatory documents provided.

Department of the Environment, City and County of San Francisco

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Department of the Environment Fiscal 2007-2008 Budget - By Index Code									
2007-2008 Budget - Impound		220005	220012	220013	220073	220035	2007-2008	2006-2007	
	Revenues	Admin	Recycling	Toxics	EJ Impound	Green Building	Total	Total	Change
	Impound Account						\$ 6,658,743	\$ 6,483,967	\$ 174,776
	PUC	0	0	0	0	0	\$0	\$0	\$ -
	Port	0	0	0	0	0	\$0	\$0	\$ -
	DPW	0	0	0	0	0	\$0	\$0	\$ -
	DBI	0	0	0	0	0	\$0	\$0	\$ -
	Redevelopment	0	0	0	0	0	\$0	\$0	\$ -
	Rec & Park	0	0	0	0	0	\$0	\$0	\$ -
	DPH	0	0	0	0	0	\$0	\$0	\$ -
	MUNI	0	0	0	0	0	\$0	\$0	\$ -
	Airport	0	0	0	0	0	\$0	\$0	\$ -
	Other Departments/Internal Overhead	0	0	0	0	0	\$0	\$0	\$ -
	Grants	0	0	0	0	0	\$0	\$0	\$ -
	Total Revenues:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,658,743	\$ 6,483,967	\$ 174,776
	Expenditures	CIG	CIS	CIT	CIQ	CIR			
010/013	Salaries and Benefits	\$ 883,035	\$ 1,545,225	\$ 871,328	\$ 178,462	\$ 225,950	\$ 3,704,001	\$ 3,285,256	\$ 418,745
02101	Travel	\$ 1,422	\$ 3,500	\$ 2,500			\$ 7,422	\$ 5,592	\$ 1,830
02201	Training	\$ 355	\$ 5,720	\$ 2,000			\$ 8,075	\$ 6,650	\$ 1,425
02202	Training Costs Paid to Vendors			\$ 1,800			\$ 1,800	\$ 1,800	\$ -
02302	Local Field Expense	\$ 1,480		\$ 1,200			\$ 2,680	\$ 1,780	\$ 900
02401	Membership	\$ 995	\$ 3,000	\$ 13,000			\$ 16,995	\$ 16,834	\$ 160
02699	Other Fees						\$ -	\$ -	\$ -
02799	Professional Services		\$ 557,018	\$ 433,408			\$ 990,426	\$ 976,365	\$ 14,061
03011	Space Rental	\$ 203,052	\$ 2,000				\$ 205,052	\$ 193,997	\$ 11,055
03021	Garage Rental	\$ 2,273					\$ 2,273	\$ 2,227	\$ 46
03000	Rents/Leases, Buildings						\$ -	\$ -	\$ -
03100	Equipment Rent						\$ -	\$ -	\$ -
03521	Freight/Delivery	\$ 592					\$ 592	\$ 580	\$ 12
03531	Graphics						\$ -	\$ -	\$ -
03551	Copy Machine	\$ 13,024					\$ 13,024	\$ 9,280	\$ 3,744
03552	Printing						\$ -	\$ -	\$ -
03561	Postage	\$ 169					\$ 118	\$ 116	\$ 2
03571	Subscriptions	\$ 592	\$ 500	\$ 1,000			\$ 2,092	\$ 1,780	\$ 12
03581	Advertising	\$ 740	\$ 100,000				\$ 100,740	\$ 580	\$ 100,160
03599	Other (videos etc)	\$ 710		\$ 10,000			\$ 10,710	\$ 9,661	\$ 1,049
03801	Grants		\$ 850,000	\$ 40,000			\$ 890,000	\$ 840,000	\$ 50,000
04000	Materials and Supplies						\$ -	\$ -	\$ -
04331	Vehicle Parts						\$ -	\$ -	\$ -
04699	Food	\$ 2,072	\$ 3,500	\$ 1,200			\$ 6,772	\$ 3,003	\$ 3,769
04921	Data Processing	\$ 39,211					\$ 39,211	\$ 19,505	\$ 19,706
04941	Minor Furnishings	\$ 1,774					\$ 1,774	\$ 1,738	\$ 36
04951	Other Office Supplies	\$ 9,472		\$ 1,000			\$ 10,472	\$ 10,280	\$ 192
04999	Other Materials & Supplies	\$ 2,664	\$ 158,224	\$ 15,000			\$ 175,888	\$ 200,334	\$ (24,446)
03031	Misc. Facilities						\$ -	\$ 1,000	\$ (1,000)
04975	Books						\$ -	\$ -	\$ -
06061	Data Processing Equipment						\$ -	\$ -	\$ -
081C5	IS-TIS-ISD Services	\$ 36,660					\$ 36,660	\$ 39,875	\$ (3,215)
081CA	City Administrator						\$ -	\$ -	\$ -
081C5	ISD						\$ -		\$ -
081CT	City Attorney	\$ 25,000		\$ 10,000			\$ 35,000	\$ 35,000	\$ -
081CZ	TIS Special Projects						\$ -	\$ -	\$ -
081ET	GF-TIS-Telephone	\$ 25,842					\$ 25,842	\$ 22,659	\$ 3,183
081H9	HRC	\$ 8,000					\$ 8,000	\$ 8,000	\$ -
081HT	DPH - Toxics & Waste			\$ 24,000			\$ 24,000	\$ 24,000	\$ -
081BI	Building Inspection						\$ -	\$ -	\$ -
081H3	Workers Compensation	\$ 31,075					\$ 31,075	\$ 31,075	\$ -
081M2	Mayor's Youth Works	\$ 1,894					\$ 1,894	\$ 1,818	\$ 76
081PA	Central Shops - Auto Maintenance	\$ 656					\$ 656	\$ 590	\$ 66
081PE	Purchasing - Vehicle Leasing	\$ 1,333					\$ 1,333	\$ 1,279	\$ 54
081PF	Central Shops - Fuel	\$ 562					\$ 562	\$ 540	\$ 22
081PM	Mail Services/Postage	\$ 2,960					\$ 2,960	\$ 2,840	\$ 120
081PO	SF Port						\$ -	\$ -	\$ -
081PR	IS-Purchase-Reproduction	\$ 296	\$ 124,000	\$ 70,000			\$ 194,296	\$ 174,784	\$ 19,512
081HS	Medical Services						\$ -		\$ -
081PS	Police Security						\$ -	\$ -	\$ -
081CB	Risk management - insurance	\$ 8,000					\$ 8,000	\$ 8,000	\$ -
081RP	Rec. & park						\$ -		\$ -
081SH	Sheriff's Department						\$ -	\$ -	\$ -
083SD	School District						\$ -	\$ -	\$ -
081UC	Hetch Hetchy						\$ -	\$ -	\$ -
081WA	DPW - Architecture						\$ -	\$ 4,908	\$ (4,908)
081MR	MUNI						\$ -		\$ -
081AC	Airport						\$ -	\$ -	\$ -
081JC	Juvenile Court						\$ -	\$ -	\$ -
081WC	DPW - Street Cleaning						\$ -	\$ -	\$ -
081WG	DPW - Administration						\$ -	\$ -	\$ -
081WM	DPW Building Repair						\$ -	\$ -	\$ -
081H4	DHR	\$ 46,012					\$ 46,012	\$ 61,401	\$ (15,389)
081C4	Controller Internal Audits	\$ 8,478					\$ 8,478	\$ 14,321	\$ (5,843)
081WE	DPW - Engineering			\$ 5,000			\$ 5,000	\$ 5,000	\$ -
081HR	Tuition Reimbursement	\$ 2,515					\$ 2,515	\$ 2,464	\$ 51
081HZ	GF-HR MGMT/BENEFITS	\$ 6,343					\$ 6,343	\$ 11,628	\$ (5,285)
081DPW	DPW IMPOUND FUNDS		\$ 20,000				\$ 20,000	\$ 445,128	\$ (425,128)
	SFUSD		\$ 10,000				\$ 10,000	0	\$ 10,000
	Total Expenditures:	\$ 1,369,208	\$ 3,382,687	\$ 1,502,436	\$ 178,462	\$ 225,950	\$ 6,658,743	\$ 6,483,969	\$ 174,774

[illegible]

Department of the Environment

2007-2008 Budget - Grants											Fund 25 ENV GNC
	220061/220075	220080	220079	220037	220082	220083	220072	2200XX	2200XX		
Revenues	Oil Grant	Outreach DOC	Peak Energy	Vehicle Subsidy	Clean Air Prop K	TFCA Commuter Check	CIWMB Grant Facility Grant	EJ USDA	EJ EPA		
Impound Account											\$0
PUC											\$0
Port											\$0
DPW											\$0
DBI											\$0
Redevelopment											\$0
Rec & Park											\$0
DPH											\$0
MUNI											\$0
Airport											\$0
Other Departments/ Internal Overhead											\$0
Grants	\$ 252,918	\$ 214,466	\$ 5,625,336	\$ 151,858	\$ 120,000	\$ 105,196	\$ 200,000	\$ 27,434	\$ 11,635	\$6,708,843	
Total Revenues:	\$ 252,918	\$ 214,466	\$ 5,625,336	\$ 151,858	\$ 120,000	\$ 105,196	\$ 200,000	\$ 27,434	\$ 11,635	\$6,708,843	
Revenues	\$ 252,918	\$ 214,466	\$ 5,625,336	\$ 151,858	\$ 120,000	\$ 105,196	\$ 200,000	\$ 27,434	\$ 11,635	\$6,708,843	
Recoveries											\$0
Expenditures	CIT	BAL	CIP	CIO	CIO	CIO	CIT				\$0
013 Salaries and Benefits	\$ 105,446	\$ 91,235	\$ 751,019	\$ 80,441	\$ 65,069	\$ 61,000	\$ -	\$ 20,192	\$ 8,954	\$1,183,357	
Overhead	\$ 24,824	\$ 33,930	\$ 288,616	\$ 31,417	\$ 34,768	\$ 41,889	\$ -	\$ 7,243	\$ 2,681	\$465,368	
01 Travel	\$ 1,000		\$ 1,450	\$ 1,000	\$ 1,250					\$4,700	
201 Training			\$ 2,250							\$2,250	
202 Training Costs Paid to Vendors	\$ 165									\$165	
202 Local Field Expense	\$ 75		\$ 1,000							\$1,075	
401 Membership					\$ 500					\$500	
499 Other Fees										\$0	
499 Professional Services	\$ 29,000	\$ 89,301	\$ 4,500,000	\$ 39,000						\$4,657,301	
011 Space Rental										\$0	
021 Garage Rental										\$0	
000 Rents/Leases, Buildings										\$0	
000 Equipment Rent										\$0	
021 Freight/Delivery										\$0	
031 Graphics										\$0	
051 Copy Machine										\$0	
052 Printing			\$ 2,500							\$2,500	
061 Postage										\$0	
071 Subscriptions										\$0	
081 Advertising	\$ 16,387		\$ 25,000		\$ 18,413	\$ 2,307				\$62,107	
099 Other (videos etc)			\$ 4,000							\$4,000	
401 Grants	\$ 30,000						\$ 200,000			\$230,000	
000 Materials and Supplies			\$ 1,000							\$1,000	
031 Vehicle Parts										\$0	
099 Food			\$ 500							\$500	
021 Data Processing										\$0	
041 Minor Furnishings										\$0	
051 Other Office Supplies										\$0	
099 Other Materials & Supplies	\$ 2,000		\$ 3,000							\$5,000	
031 Misc. Facilities										\$0	
075 Books										\$0	
061 Data Processing Equipment										\$0	
05 IS-TIS-ISD Services										\$0	
CA City Administrator										\$0	
05 ISD										\$0	
CT City Attorney			\$ 5,000							\$5,000	
CZ TIS Special Projects										\$0	
ET GF-TIS-Telephone										\$0	
H9 HRC										\$0	
HT DPH - Toxics & Waste	\$ 7,000									\$7,000	
IBI Building Inspection										\$0	
0H3 Workers Compensation										\$0	
0M2 Mayor's Youth Works										\$0	
0PA Central Shops - Auto Maintenance										\$0	
0PE Purchasing - Vehicle Leasing										\$0	
0PF Central Shops - Fuel										\$0	
PM Mail Services/Postage	\$ 6,021		\$ 15,000							\$21,021	
PO SF Port	\$ 25,000									\$25,000	
0PR IS-Purchase-Reproduction	\$ 6,000		\$ 25,000							\$31,000	
0HS Medical Services										\$0	
0CB Risk management - insurance										\$0	
IRP Rec. & park										\$0	
ISH Sheriff's Department										\$0	
0SD School District										\$0	
0WA DPW - Engineering										\$0	
0MO MAYORS DEPT OF HOUSING										\$0	
0ED GF-BUS & FCN DEV			\$ -							\$0	
0WU DPW - URBAN FOREST										\$0	
Resource Conservation Implementation										\$0	
Other City Agencies										\$0	
Total Expenditures:	\$ 252,918	\$ 214,466	\$ 5,625,336	\$ 151,858	\$ 120,000	\$ 105,196	\$ 200,000	\$ 27,434	\$ 11,635	\$6,708,844	
Revenues	\$ 252,918	\$ 214,466	\$ 5,625,336	\$ 151,858	\$ 120,000	\$ 105,196	\$ 200,000	\$ 27,434	\$ 11,635	\$6,708,843	
Balance (Must Equal Zero)	\$ (0)	\$ (0)	\$ -	\$ -	\$ (0)	\$ (0)	\$ -	\$ -	\$ -	\$ (51)	



SF Environment

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GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE: January 17, 2007

ITEM NO. 7

**COMMISSION ON THE ENVIRONMENT
Operations Committee
AGENDA PACKET CONTENTS LIST***

☒ Lease of Office Space Policy

☐☐☐☐☐☐☐☐☐☐☐☐☐

*This list reflects the explanatory documents provided.

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

Telephone: (415) 355-3700 • Fax: (415) 554-6393

Email: environment@sfgov.org • www.sfenvironment.com

100% Post-Consumer Content

INTER-GOVERNMENTAL OFFICE USE POLICY

In order to achieve the Charter mission of the San Francisco Department of the Environment, we are establishing a policy to facilitate the hosting of staff from local, state, federal and international governmental agencies engaged in environmental activities. This policy shall be effectuated by allowing such government agencies to use office space in the San Francisco Department of Environment on a discretionary basis for environmental projects directly tied to the Department of the Environment's goals and objectives.

The process for usage of departmental space will require a formal letter of request to the Director of the Department of the Environment from the head of the relevant administrative unit of government. The Director will make a determination based on available space, time considerations, and relevance to department's mission. The Director shall inform the Commission on the Environment of his/her decision. Any use of space will be reviewed at least annually.

All visiting government staff will be required to sign an indemnity waiver holding the City and County of San Francisco harmless for any and all activities and risks.

All visiting government staff will only use city facilities, equipment and property for purposes that comply with all relevant CCSF rules and requirements including a prohibition on all fundraising activities.

All visiting staff will track and reimburse the Department for telephone calls and photocopying. All other incremental costs (over and above the Department's annual operating costs) shall be paid by the visiting government agency.



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**REGULAR MEETING
DRAFT MINUTES**

DOCUMENTS DEPT.

JAN 29 2007

**Wednesday, January 17, 2007, 4:00 P.M.
Department of the Environment
11 Grove Street, Ground Floor Conference Room
San Francisco, CA 94102**

SAN FRANCISCO
PUBLIC LIBRARY

COMMITTEE MEMBERS: Commissioners Alan Mok (Chair); Paul Pelosi Jr. and Ruth Gravanis

Commission Secretary: Monica Fish

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. **CALL TO ORDER AND ROLL CALL.** The Operations Committee meeting was called to order at 4:07 p.m. Ms. Fish, Commission Secretary announced that President Pelosi Jr. had appointed Commissioner Gravanis to the Operations Committee. Commissioner King had resigned from the Operations Committee as he was also serving on the Policy Committee. PRESENT: Chair Mok and Commissioner Gravanis. EXCUSED: Commissioner Pelosi Jr.
2. **ACTION:** Adoption of Minutes of the October 18, 2006 Operations Committee Regular Meeting (Explanatory Document: Draft Minutes of the October 18, 2006 Operations Committee Regular Meeting (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=48307). Commissioner Mok motioned to approve the October 18, 2006 meeting minutes. Commissioner Gravanis indicated that Roberts Rules of Order states that if a Commissioner is not present for a particular meeting, they cannot vote to approve the meeting minutes and did not feel it was appropriate to vote on the October 18 meeting minutes. Ms. Fish stated that she would check on this process with legal counsel and report back at the next meeting. Adoption of the October 18, 2006 Minutes was continued to the April 18, 2007 Operations Committee meeting.

- 3. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Public Comment: Ms. Wuerfel asked when the Annual Report will be published and advised that the website contained an older version. David Assmann, Deputy Director stated that the report is scheduled for the same time each year and will report back on the exact date.

- 4. INFORMATIONAL REPORT:** Environmental Justice Program Fiscal Year 2006/07 Request for Proposal (RFP), issued jointly with the Recycling Program on December 21, 2006. (Explanatory Document: Request for Proposal (Word)

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Ms. Shraddha Mehta, Environmental Justice Program Coordinator, stated that on December 21 the Environmental Justice and the Recycling Programs jointly issued a Request for Proposal for their grant program. Ms. Mehta explained that in the past, there have been separate grants announcements and RFP's and each year an effort has been made to streamline the process, and now one RFP has been issued for both program areas. The RFP is a response to the Controller's Office request that the Department join their grant programs and RFP's. The deadline for the RFP is February 15 and on January 18, a pre-bidders conference will be hosted to answer any potential questions that any applicants may have.

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Ms. Mehta advised that the selection process and scoring is discussed on Page 4 of the RFP and will be conducted in two phases. There will be a panel that will review proposals and score them. If an applicant gets 60 points through the written proposal, they will move on to the oral phase where there will be a subsequent scoring process. Both Recycling and Environmental Justice have matrixes as Appendix A and B in the RFP where they give examples of activities or projects that they would like to fund that are in line with goals and objectives in the Strategic Plan.

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Public Comment: Ms. Nancy Wuerfel asked if a final report of work completed and money extended is written for each project. Ms. Kielty confirmed that a final report is written.

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The Explanatory Document was explained: On Item I, the USDA grant would be awarded to the Department's Community Based Organization Partner, Girls 2000. It is a \$280,000 grant of which \$113,700 will be allocated to the Department of the Environment Environmental Justice Program over a three-year period. Ms. Mehta explained that the explanatory document shows a breakdown of how the \$113,700 will be spent over a three-year period. The majority of the funds will go towards staffing for the Bayview Hunters Point project and there will be funding for materials and supplies, e.g. outreach materials and advertising for the Farmers Market. Item II shows the breakdown for the Cal Trans Grant of \$129,600 over a two-year period. A large portion is for technical services that would be subcontracted out by the Department and for outreach services. Item III is a breakdown of the US EPA Grant for the Biodiesel Project. Item III is a breakdown of the US EPA Grant for the Biodiesel Project in the amount of \$200,000. The lead agency is City College and San Francisco Environment will be serving as a sub-contractor. \$24,365 will be received over a two-year period for staffing and indirect costs.

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because it was a part of the grant application process whereas the outreach coordinator will be selected through the RFP process.

- 6. PRESENTATION and ACTION:** Informational Presentation on the Department of the Environment's Fiscal-Year 2007-2008 Draft Budget. The Committee will vote on approving the Draft Budget for presentation to and action by the full Commission (Explanatory Documents: Fiscal Year 2007-08 Draft Budget Amended and Distributed at the Committee Meeting (PDF) <http://web1.sfgov.org/site/uploadedfiles/2007-08DraftBudgetVers1.pdf> and (PDF) <http://web1.sfgov.org/site/uploadedfiles/2007-08DraftBudgetVers1Cont.pdf>)

Staff: David Assmann, Deputy Director

Deputy Director Assmann advised that the internal budget starts in December; an overview with a proposed budget is brought to the Operations Committee and full Commission in January, to the Mayor's Office on February 21 for review, and then to the Board of Supervisors on May 1. The Budget Analyst analyzes the budget, then goes to the Board of Supervisors, gets approved by the end of June, and goes into effect July 1. It was advised that the budget would change once it goes forward even after approval at the Commission level.

Deputy Director Assmann explained that the Department used to receive funding from the General Fund and as City budgets got tighter, the money received from the General Fund was eliminated three years ago. At one point, the Department received over 1 million dollars from the General Fund, but now the Department raises money from special funds, grants or from other City departments, which are the three major sources of funding.

An explanation was given of the 2007-08 \$6.7 million dollar Grant Budget. Several of the grant sources described included:

- The largest dollar amount is actually a contract with PG&E for three years to do energy efficiency work in the residential and commercial sectors, in which \$5.6 million is allocated for the next fiscal year, in which \$4 ½ million is set aside for professional services for an outside contractor.
- The next largest grant is an annual appropriation of \$250,000 from the California Integrated Waste Management Board for oil recycling.
- The next largest grant is approximately \$215,000 from the Department of Conservation to promote bottle and can recycling.
- A one-time grant for \$200,000 for upgrading the Household Hazardous Waste facility at Norcal.
- Grants for \$151,000 for alternate fuel vehicles.
- Grant for \$120,000 from Proposition K for Transportation Demand Management to promote programs such as commuter benefits.
- Specific commuter benefit grant of \$105,000 from the Transportation Authority;

- Two smaller grants from USEPA for biodiesel and USDA for the Farmer's Market.

Deputy Director Assmann explained that as the budget goes through the next steps, additional grants may be added and as grants are received throughout the year, the Department will apply through the Board of Supervisors to accept and expend those grants.

It was explained that the "2007-08 Budget-General" page consists mostly of funding revenues received from other City departments for work done in the Department's program areas, e.g. Energy, Green Building, Integrated Pest Management, Urban Forest, Commuter Benefits, Outreach, Environmental Justice, and C& D Recycling.

Deputy Director Assmann explained that ratepayers mostly fund the "2007-08 Budget-Impound" account, and the amount allocated to the Department of the Environment was determined last year by a five-year rate process. There are four program areas and an administrative area within the Impound Account, e.g. Recycling, Green Building, Toxics Reduction, and Environmental Justice. As part of the five-year rate process, the Department proposes a detailed outline of projects and budget for each fiscal year. A sheet showing a comparison between the five-year plan and the proposed budget, showing totals, the four program areas, and Staff budgets was described.

An additional explanatory document that was presented is the "Fiscal 2007-08 Impound Projects" that outlines projects by program area broken up by commercial and residential that is submitted as part of the five-year plan. It was explained that the project list is identical to what was submitted in the five-year plan, but what has changed from what was originally proposed is the actual dollar allocation per project because of reasons that include finalization of union contracts and the requirement for City departments to pay the cost of retiree health benefits. This document describes projects, services, benefits, professional service costs, other expenses, FTE and total costs.

An additional explanatory sheet describes the Program Area, Index Code, and FTE which gives an overview of how FTE is broken up by project area and shows percentage of staff that work on impound and other programs. The "2007-2008 Impound Overview" describes the five-year impound overview from the five year plan that was presented at the rate process that describes, FTE, salaries/benefits, overhead, professional services, grants, other and a total.

Public Comment: Ms. Nancy Wuerfel distributed a budget sheet (Explanatory Document: Received in Committee Meeting January 17, 2007 (PDF)

<http://web1.sfgov.org/site/uploadedfiles/NWuerfelRecinCmteMtgBudgetItem.PDF>) and discussed revenues, work orders, and grants for the 2007-08 fiscal year. Ms. Wuerfel made the following statements:

- (1) Requested an explanation of why there is such a wide variability on overhead charges and stated that she put together an aggregate of the general funds, grants, and impound accounts;

- (2) Asked that the retirement benefit charge be equally apportioned against all accounts so the Impound Account is not responsible for the entire amount. Mr. Assmann stated that it would be equally appropriated.
- (3) Stated that the Guidelines were not followed in that 10% for Environmental Justice was not charged appropriately to the Impound Account. Mr. Assmann stated that Ms. Wuerfel does not have the entire Environmental Justice budget to review in the packet, as it does not include monies that have been previously appropriated and would provide her with additional information.

Upon Motion By Chair Mok and second by Commissioner Gravanis, the 2007-08 Draft Fiscal Year Budget has been approved with recommendation to the full Commission with no objection.

- 7. DISCUSSION and ACTION:** Department of the Environment's Lease of Office Space Policy. The Committee will vote on approving the Draft Policy for presentation to and action by the full Commission (Explanatory Document: Intergovernmental Office Use Policy (Word) <http://web1.sfgov.org/site/uploadedfiles/IntergovernmentalOfficeUsePolicy.doc.>)

Staff: David Assmann, Deputy Director

Deputy Director Assmann discussed the Department's proposed policy on "Intergovernmental Office Use" that requires the Department to require that anyone from another government agency (does not apply to non-profits or anyone else) that uses Department of the Environment space would have to submit an informal letter of request. A determination would be made based on space availability, time involved in the process, and relevance to the Department's mission. The Director would inform the Commission of any decision on the use of space and would review the use of space annually. Any visiting government staff would be required to sign an indemnity waiver, comply with all City rules, not be allowed to do fundraising, and would reimburse the Department for all incremental costs.

Chair Mok asked if the City Attorney has reviewed the language. Deputy Director Assmann confirmed that the City Attorney has approved the language.

Commissioner Gravanis asked who on the Department staff would be responsible for implementing the policy. Deputy Director Assmann reported that he would be responsible.

Public Comment: Ms. Wuerfel questioned if this policy covers her concern about the United Nations policy that was referred to in Deputy City Attorney Catherine Barnes' memo of October 10, 2006, in which a formal policy for volunteers and interns is discussed. There is no policy for volunteers, how long the person can stay, mail received, and review of charges for use of office space. Ms. Wuerfel stated that this policy is called an Intergovernmental Office Use Policy and does not satisfy the concern of a gift of City space. It was stated that hosting government agencies is also giving away the use of City space and that it is still City space regardless of who the recipient is. Ms. Wuerfel stated that she would discuss this issue with the Commission and if no resolution should be reached, would bring this issue to the Board of Supervisors.

Commissioner Gravanis stated that she is interested in pursuing the issue of gift of space.

Upon Motion by Chair Mok and second by Commissioner Gravanis, the Intergovernmental Office Use" Policy was approved with recommendation to the Commission with no objection.

- 8. INFORMATIONAL REPORT:** Status Report on upcoming Department of the Environment's Requests for Proposals.

Staff: David Assmann, Deputy Director

Mr. Joe Salem, Budget and Finance Support, stated that there would be an upcoming Request for Proposal for administering Commuter Benefits.

- 9. INFORMATIONAL REPORT:** Status Report on Grants Received by the Department of the Environment (Explanatory Document: Funds Awarded to San Francisco Environment since September 1, 2006 (PDF) <http://web1.sfgov.org/site/uploadedfiles/FundsAwardedtoSFEsince090106.PDF>).

Staff: David Assmann, Deputy Director

Deputy Director David Assmann described the grants awarded to the Department of the Environment since September 1, 2006 as reflected in the Explanatory Document above. It was stated that a report would be given on grants applied for at a future meeting. Deputy Director Assmann stated that the grants were a combined effort of Department staff and Ms. Rosenmoss, the Fundraising Coordinator.

- 10. INFORMATION:** New Business. New Business was heard as part of Future Agenda Items.

- 11. FUTURE AGENDA ITEMS.** Commissioner Mok requested that the Outreach Team present on activities from the last six months at the April meeting.

- 12. PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Ms. Wuerfel asked when the Controller's Audit Report would be made public and if it would be heard at the Operations Committee. Deputy Director Assmann stated that it is anticipated that the Report will be issued in the next few days and depending on timing, it would go to the full Commission rather than wait until the next meeting of the Operations Committee. Ms. Wuerfel asked what the \$20,000 for Recreation and Park Department is for. Deputy Director Assmann stated that he would research and report back to Ms. Wuerfel.

- 13. ADJOURNMENT.** The Operations Committee Meeting adjourned at 5:15 p.m.

Commission on the Environment Operations Committee
January 17, 2007 Draft Meeting Minutes
Page 8

The next Operations Committee Meeting will be on Wednesday, April 18, 2007 at 4:00 p.m. at the Department of the Environment, 11 Grove Street, San Francisco, CA.

Monica Fish, Commission Secretary
TEL: (415) 355-3709
FAX: (415) 554-6393

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=15518; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or (4) via e-mail at Monica.Fish@sfgov.org.*

Adopted:



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**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
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**REGULAR MEETING
APPROVED MINUTES**

DOCUMENTS DEPT.

APR 26 2007

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<http://web1.sfgov.org/site/uploadedfiles/NWuerfelRecinCmteMtgBudgetItem.PDF>) and discussed revenues, work orders, and grants for the 2007-08 fiscal year. Ms. Wuerfel made the following statements:

- (1) Requested an explanation of why there is such a wide variability on overhead charges and stated that she put together an aggregate of the general funds, grants, and impound accounts;

- (2) Asked that the retirement benefit charge be equally apportioned against all accounts so the Impound Account is not responsible for the entire amount. Mr. Assmann stated that it would be equally appropriated.
- (3) Stated that the Guidelines were not followed in that 10% for Environmental Justice was not charged appropriately to the Impound Account. Mr. Assmann stated that Ms. Wuerfel does not have the entire Environmental Justice budget to review in the packet, as it does not include monies that have been previously appropriated and would provide her with additional information.

Upon Motion By Chair Mok and second by Commissioner Gravanis, the 2007-08 Draft Fiscal Year Budget has been approved with recommendation to the full Commission with no objection.

7. **DISCUSSION and ACTION:** Department of the Environment's Lease of Office Space Policy. The Committee will vote on approving the Draft Policy for presentation to and action by the full Commission (Explanatory Document: Intergovernmental Office Use Policy (Word) <http://web1.sfgov.org/site/uploadedfiles/IntergovernmentalOfficeUsePolicy.doc>.)

Staff: David Assmann, Deputy Director

Deputy Director Assmann discussed the Department's proposed policy on "Intergovernmental Office Use" that requires the Department to require that anyone from another government agency (does not apply to non-profits or anyone else) that uses Department of the Environment space would have to submit an informal letter of request. A determination would be made based on space availability, time involved in the process, and relevance to the Department's mission. The Director would inform the Commission of any decision on the use of space and would review the use of space annually. Any visiting government staff would be required to sign an indemnity waiver, comply with all City rules, not be allowed to do fundraising, and would reimburse the Department for all incremental costs.

Chair Mok asked if the City Attorney has reviewed the language. Deputy Director Assmann confirmed that the City Attorney has approved the language.

Commissioner Gravanis asked who on the Department staff would be responsible for implementing the policy. Deputy Director Assmann reported that he would be responsible.

Public Comment: Ms. Wuerfel questioned if this policy covers her concern about the United Nations policy that was referred to in Deputy City Attorney Catherine Barnes' memo of October 10, 2006, in which a formal policy for volunteers and interns is discussed. There is no policy for volunteers, how long the person can stay, mail received, and review of charges for use of office space. Ms. Wuerfel stated that this policy is called an Intergovernmental Office Use Policy and does not satisfy the concern of a gift of City space. It was stated that hosting government agencies is also giving away the use of City space and that it is still City space regardless of who the recipient is. Ms. Wuerfel stated that she would discuss this issue with the Commission and if no resolution should be reached, would bring this issue to the Board of Supervisors.

Commissioner Gravanis stated that she is interested in pursuing the issue of gift of space.

Upon Motion by Chair Mok and second by Commissioner Gravanis, the Intergovernmental Office Use" Policy was approved with recommendation to the Commission with no objection.

8. **INFORMATIONAL REPORT:** Status Report on upcoming Department of the Environment's Requests for Proposals.

Staff: David Assmann, Deputy Director

Mr. Joe Salem, Budget and Finance Support, stated that there would be an upcoming Request for Proposal for administering Commuter Benefits.

9. **INFORMATIONAL REPORT:** Status Report on Grants Received by the Department of the Environment (Explanatory Document: Funds Awarded to San Francisco Environment since September 1, 2006 (PDF) <http://web1.sfgov.org/site/uploadedfiles/FundsAwardedtoSFEsince090106.PDF>).

Staff: David Assmann, Deputy Director

Deputy Director David Assmann described the grants awarded to the Department of the Environment since September 1, 2006 as reflected in the Explanatory Document above. It was stated that a report would be given on grants applied for at a future meeting. Deputy Director Assmann stated that the grants were a combined effort of Department staff and Ms. Rosenmoss, the Fundraising Coordinator.

10. **INFORMATION:** New Business. New Business was heard as part of Future Agenda Items.

11. **FUTURE AGENDA ITEMS.** Commissioner Mok requested that the Outreach Team present on activities from the last six months at the April meeting.

12. **PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Ms. Wuerfel asked when the Controller's Audit Report would be made public and if it would be heard at the Operations Committee. Deputy Director Assmann stated that it is anticipated that the Report will be issued in the next few days and depending on timing, it would go to the full Commission rather than wait until the next meeting of the Operations Committee. Ms. Wuerfel asked what the \$20,000 for Recreation and Park Department is for. Deputy Director Assmann stated that he would research and report back to Ms. Wuerfel.

13. **ADJOURNMENT.** The Operations Committee Meeting adjourned at 5:15 p.m.

Commission on the Environment Operations Committee
January 17, 2007 Approved Meeting Minutes
Page 8

The next Operations Committee Meeting will be on Wednesday, April 18, 2007 at 4:00 p.m. at the Department of the Environment, 11 Grove Street, San Francisco, CA.

Monica Fish, Commission Secretary
TEL: (415) 355-3709
FAX: (415) 554-6393

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=15518; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or (4) via e-mail at Monica.Fish@sfgov.org.*

Adopted: April 18, 2007



SF Environment

Our home. Our city. Our planet.



Mayor

GAVIN NEWSOM

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

NOTICE OF REGULAR MEETING AND AGENDA

Wednesday, April 18, 2007, 4:00 P.M.
Department of the Environment
11 Grove Street
San Francisco, CA 94102

8:25 a.m. NSF
DOCUMENTS DEPT.

APR 13 2007

SAN FRANCISCO
PUBLIC LIBRARY

COMMITTEE MEMBERS: Commissioners Alan Mok, Chair, Ruth Gravanis and Paul Pelosi, Jr.

Commission Secretary: Monica Fish

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. CALL TO ORDER AND ROLL CALL

2. ACTION: Adoption of Minutes of the October 18, 2006 Operations Committee Regular Meeting and the January 17, 2007 Operations Committee Regular Meeting (Explanatory Documents: Draft Minutes of the October 18, 2006 Meeting
http://sfgov.org/site/sfenvironment_page.asp?id=48307 and the January 17, 2007 Meeting
http://sfgov.org/site/sfenvironment_page.asp?id=54006)

3. PUBLIC COMMENTS: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

4. INFORMATIONAL REPORT: Status Report on Public Outreach Team Activities for the past six months.

Staff: Mr. Mark Westlund, Public Outreach Program Manager

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

Telephone: (415) 355-3700 • Fax: (415) 554-6393

Email: Monica.Fish@sfgov.org • www.sfenvironment.com

100% Post-Consumer Content

5. **INFORMATIONAL REPORT:** Status Report on the Environmental Justice Program Fiscal Year 2006/07 Request for Proposal (RFP), issued jointly with the Recycling Program on December 21, 2006. (Explanatory Document: Request for Proposal (Word) [http://sfgov.org/site/uploadedfiles/FINALEJandRecyclingRFP0607\(122106\).doc](http://sfgov.org/site/uploadedfiles/FINALEJandRecyclingRFP0607(122106).doc))

Staff: Mr. Raymond Manion, Environmental Justice Program

6. **INFORMATION:** New Business

7. **FUTURE AGENDA ITEMS**

8. **PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

9. **ADJOURNMENT**

Monica Fish, Commission Secretary

TEL: (415) 355-3709

FAX: (415) 554-6393

The next Operations Committee will be held on Wednesday, July 18, 2007 at 4:00 p.m.

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=15518, (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.*

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2nd Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

Posted: April 11, 2007

CITY AND COUNTY OF SAN FRANCISCO
Department of the Environment Grant Program 2006-07
Environmental Justice and Zero Waste Grant Announcement

Grant Solicitation Issue Date: December 21, 2006

Pre-application Conference: January 18, 2007, 2:00 p.m. at 11 Grove Street

Deadline to submit applications: February 15, 2007, 3:00 PM at 11 Grove Street

ABOUT THE GRANTS

Environmental Justice Grants – San Francisco's Department of the Environment (SF Environment) provides Environmental Justice (EJ) grants to non-profit organizations serving the Bayview Hunters Point and Potrero neighborhoods in the Southeast area of the City, to address energy, environmental and related public health concerns. Recognizing that the residents of San Francisco's Bayview Hunters Point and Potrero neighborhoods have been disproportionately burdened by the electric power generation plants in their communities, the City's EJ grant program funds projects that will: promote locally-grown produce and food security; improve indoor and outdoor air quality; reduce electricity demand and the City's reliance on fossil-fueled power plants; and promote economic development and meaningful employment in the environmental field through education and job training. For this funding cycle, SF Environment will disburse up to a total of \$500,000 in EJ grant funds. See *Environmental Justice Grants Policy Matrix*, attached as Appendix A, for a detailed description of the EJ grant program's objectives and goals and types of projects which are eligible to receive EJ grant funds from the City.

Zero Waste Grants – The San Francisco Board of Supervisors passed resolution 679-02 setting a goal for the City of 75% diversion of solid waste from landfill by 2010 and zero-waste by 2020. In the residential sector the diversion is currently under 50%. In order for the City to reach the 75% goal, an additional 25,000 tons must be diverted from the residential sector by 2010, just 3 years from now.

Accordingly, the Department of the Environment will award a total of up to \$800,000 in grant funds to projects that move San Francisco closer to reaching 75% waste diversion, particularly those that divert new residential tons in a sustainable manner. Over 35% of the waste remaining in the city is compostable food or food-soiled paper. Projects will be considered in the following areas, with priority given to projects addressing the specific targeted areas;

Zero Waste Outreach – Projects that reach San Francisco residents and/or businesses with a demonstrable impact regarding one or more of the following; increasing backyard composting, increasing use of curbside composting and recycling bins, increasing reuse and reducing consumption.

Targeted Materials and Sectors – Projects that focus on specific materials in the waste stream or specific industries, venues, or events, to achieve quantifiable source reduction, composting, recycling or reuse.

All projects must specify the reach and results of program and provide the tonnage diverted with calculations, including cost per ton. Calculations used to produce diversion tonnage should include documentation such as weight tags or other verifiable sources. The Department is particularly interested in projects that achieve cost-effective, sustainable landfill diversion. Hauling construction and demolition debris, reusables, and food for human or animal consumption can be funded under this grant program.

See *Zero Waste Grants Policy Matrix*, attached as Appendix B, for a detailed description of the Zero Waste grant program's objectives and goals and types of projects which are eligible to receive grant funds from the City.

GRANT PROCEDURES & GUIDELINES

Who can Apply – Only non-profit organizations are eligible to apply. For-profit groups, City Departments, and other government agencies may only participate as a sub-contractor to an eligible non-profit organization.

Grant Types and Sizes – SF Environment may award full, partial or no funding to applicants. The individual grants will be limited to a maximum of \$150,000 for up to one year, depending on the type of project. If no suitable applications are submitted or if there are grant funds remaining upon completion of the grant process, SF Environment retains the right to reallocate the grant funds.

Geographic Focus – Projects funded by the EJ grants must serve the Bayview Hunters Point and/or Potrero neighborhoods in San Francisco. Projects funded by the Zero Waste Program must divert waste from San Francisco's waste stream.

Application Format – Proposals should be no more than ten (10) pages in length (5 pages front and back), not including attachments. Proposals must be typed or computer generated in 12-point font. Applicants must submit the original and three (3) copies printed double-sided on at least 30% post-consumer recycled paper. No plastic binders, folders, or spiral binding will be accepted. In addition, applicants should submit an electronic copy of the proposal to sraddha.mehta@sfgov.org for EJ grants or alexa.kielty@sfgov.org for Zero Waste grants. The applicant is solely responsible for delivering the application in an acceptable form by the above deadline.

Application Deadline Applications will only be accepted by mail or in person at:

**Department of the Environment,
11 Grove Street,
San Francisco, CA 94102
Attn: EJ Program or Zero Waste Program.**

ALL APPLICATION MATERIALS MUST BE RECEIVED BY THE DEPARTMENT BY 3:00 PM ON FEBRUARY 15, 2007, WITHOUT EXCEPTIONS.

Funding Limitations, Grant Agreement/Contract Requirement, and Payment Process - Before the City can award any grant funds, the grantee must become an approved city vendor and meet Human Rights Commission (HRC) requirements. This process can be arduous and should be started as early as possible in the application process. Required forms may be downloaded from <http://www.sfgov.org/oca/purchasing/forms.htm>. For more information on the HRC requirements and forms, please contact the HRC at 415-252-2500.

Projects relating to construction, including the installation of solar energy systems, may be subject to the City's subcontracting requirements relating to Local Business Enterprises (LBE), unless a waiver is issued by HRC. Please contact Raymond Manion at (415) 355-3719 regarding LBE subcontracting requirements if your project involves construction.

Insurance requirements and copies of sample insurance certification forms can be found at http://www.sfgov.org/site/uploadedfiles/oca/purchasing/forms/ins_requirements.doc or by contacting Rachel Buerkle at 415-355-3704.

The Department's payment process for grants and contracts is generally cost-reimbursement. Payments will be withheld pending timely submission of quarterly and final reports. SF Environment will consider providing an advance in situations where an applicant can demonstrate a legitimate fiscal need.

For more information – For Environmental Justice grants, contact Sraddha Mehta at 415-355-3723 or sraddha.mehta@sfgov.org. For Zero Waste grants, contact Alexa Kielty at 415-355-3747 or alexa.kielty@sfgov.org.

Required Elements of Proposal

- **Application Cover and Checklist** (attached)
- **Proposal Narrative** (The narrative should include the following sections. The page limitation applies only to the narrative).
 - **Project Description**

Provide a description of the project, including the goals, objectives and activities to be undertaken and how these are sustainable, realistic and measurable. The applicant should state whether the organization will be working collaboratively with community groups and residents to complete the proposed project and, if so, must identify those portions of the project for which the partnering organization(s)/individual(s) will be responsible. The primary applicant will be responsible for all work to be completed by all partners. Projects must fall within one of the two following categories:

 - 1) Projects that address environmental justice concerns in the Bayview Hunters Point and/or Potrero Hill neighborhoods in San Francisco (see attached Appendix A); or
 - 2) Zero Waste projects that can demonstrate meaningful results from a quantifiable baseline in increasing tonnage landfill diversion in San Francisco (see attached Appendix B)
 - **Qualifications**

Provide a description of your organization's qualifications and past experience with similar projects. Describe your organization's past accomplishments and services, and how your organization has effectively and successfully managed other grants. List qualifications of the key members of the project team for this particular project.
 - **Evaluation**

Describe how the success of your project will be measured and tangible outcomes you expect to achieve. Identify both quantitative and qualitative results. Include a description of the evaluation methods that will be employed throughout the project. Applicants should seek the help of experts in evaluation design and implementation, as appropriate and available.
 - **Financial Sustainability Plan**

Describe how the proposed project leverages other resources and funding. Also, how will the project be sustained after SF Environment's grant funds have been expended? Please specify how you will distinguish work performed with funding from SF Environment grant funds as compared to other sources of funding.
- **Work Plan**

Show that the project is well thought-out and includes milestones and deliverables in a feasible timeline. Please specify who will be responsible for each task i.e. Project Manager, Subcontractor, Outreach Worker, etc. Please specify the dollar amount from your budget that will be allocated to the tasks in each quarter. Funding may be withheld when work plan is not completed according to the approved schedule. (See attached sample work plan).
- **Budget Spreadsheet**

Show how your project is cost-effective, leverages other resources (e.g., matching grants, service fees, in-kind support) and includes a reasonable, itemized budget. For those projects that do not have quantifiable performance goals, it is recommended that applicants set aside between five and ten percent of the total project budget for evaluation. Provide a total project budget that includes the amount requested from SF Environment, the project amounts that will be contributed by each partnering organization and the total

amount of the SF Environment request that will be allocated to each partnering organization. (See attached sample budget)

- **Organizational Chart** - Please include as an organizational chart for your organization, including the project team, and a list of board of directors. If your organization is partnering with other organizations for this project, please include an organizational chart for the project team, illustrating the relationship between the organizations.
- **Letter(s) of Agreement** – Where a partnering, collaborative and/or subcontracting relationship exists, proposals must include a Memorandum of Understanding (MOU), work agreement, or letter from the partnering organization(s), which documents the relationship between organizations and delineates for which tasks each party will be responsible.
- **References** – Please submit a list of at least three (3) references with complete contact information.
- **Proof of non-profit status verifying tax-exempt status**
- **Financial Statements and List of Grants Received in Past 3 Years** – see attached cover sheet for details

Selection Process and Scoring

Written Proposals (100 points)

Written proposals will be evaluated by a selection committee on the basis of 100 possible points using the following criteria.

- Evidence of organizational capacity, including a well written and complete proposal - 40 points**
- Program specific details illustrating applicants' ability to meet program goals, as outlined Appendices A or B - 60 points**

Written proposals that do not receive a minimum score of 60 points will not be deemed qualified and will not be invited to proceed to the interview phase of the evaluation process.

Oral Interview (100 points)

Applicants scoring over 60 points on the written proposals will be interviewed by a selection committee and scored on the basis of 100 possible points using the following criteria.

- Past experience in Waste Diversion or Environmental Justice and involvement with San Francisco communities - 20 points**
- Qualifications, experience, and capacity of staff to deliver program services - 30 points**
- Ability to meet program goals, including consideration of feasibility and approach of proposed project - 40 points**
- Ability to leverage the Grant Funds and Sustain the Project Long-Term - 10 points**

Sample Work Plan Format (This will not count towards your 10-page limit) Applicants must submit a detailed work plan with a timeline and budget. Please use the format below.

You will need to identify program outcomes or deliverables in your detailed work plan. These outcomes must reflect and measure real and desirable change as opposed to “counting heads”. Outcomes are desired goals to be achieved. They are the end benefit rather than an activity or major task that may lead to a benefit. Your program activities or major tasks are those services engaged in and provided to achieve outcomes. Major tasks should include tasks necessary to evaluate the effectiveness of your project. In the budget column please indicate how much of your overall budget will be allocated to the tasks in each quarter.

<u>TIME FRAME</u>	<u>Major Tasks</u>	<u>Deliverables and Outcomes</u>	<u>Budget</u>
<u>Year One</u> <u>First Quarter</u>	•	Deliverables for first quarter	Personnel: \$24,000 Equipment: \$500
<u>Year One</u> <u>Second Quarter</u>	•	Deliverables for second quarter	Personnel: \$14,000 Equipment: \$1,000 Contractors: \$10,500
<u>Year One</u> <u>Third Quarter</u>	•	Deliverables for third quarter	Personnel: \$24,000 Equipment: \$1,500
<u>Year One</u> <u>Fourth Quarter</u>	•	Deliverables for fourth quarter	Personnel: \$0 Equipment: \$15,000

Sample Budget (budget form in Excel format may be downloaded at <http://www.sfenvironment.com/aboutus/grants/>)
 Budget should include the total project costs, the amount requested from SF Environment, the total amount of the SF Environment grant request that will be allocated to the lead and each partnering organization, and the project amounts that will be contributed by the lead agency and each partnering organization. Following are the main categories and examples of expenses that you may include in your proposed budget:

EXAMPLES

Salaries & Benefits – Admin

Executive Director
 Accountant
 Fringe Benefits

Training Related
 Internship Stipends
 Books

Salaries & Benefits – Program

Project Director
 On-Site Tree Nursery Supervisor
 Fringe Benefits

SubContractors - Non-Program

Payroll Service

SubContractors – Program

Horticulture Consultant

Administrative Costs (must be limited to 10% of total grant)

Rent
 Utilities (incl. phone, web, electricity, etc)
 Office Supplies and Equipment
 Insurance

Equipment
 Garden Tools
 Irrigation System
 Security/Fencing
 Lighting
 Storage for Garden Equipment

Outreach/Marketing

Flyers and Brochures
 Printing
 Postage

Other - Program Related

Permits

Budget Category	Item	Description/ Justification	Total project (one year)	Total Requested from SFE	Lead agency		Partner A		Partner B	
<u>Salaries and Benefits</u>					SFE request	Matching (optional)	SFE request (optional)	Matching (optional)	SFE request	Matching (optional)
Admin	Executive Director	0.10 FTE, or 10% of \$50,000	\$5,000	\$5,000	\$5,000					
Program	Project Director	0.50 FTE, or 50% of \$40,000	\$20,000	\$15,000	\$15,000	\$5,000				
	Program Outreach Staff	0.25 FTE, or 25% of \$40,000	\$10,000	\$10,000	\$10,000					
	subtotal		\$35,000	\$30,000	\$30,000	\$5,000				
	Fringe benefits	@ 28%	\$9,800	\$8,400	\$8,400	\$1,400				
Total Salaries and Benefits			\$44,800	\$38,400	\$38,400	\$6,400				
<u>Administrative Costs (un-itemized cost limited to 10% of total grant)</u>										
	Rent	10% of total per month	\$6,000	\$6,000	\$6,000					
	Utilities	10% phone	\$ 600	\$ 600	\$ 600					
Total Admin			\$6,600	\$6,600	\$6,600					
Subcontractors	Horticulture Trainer/ Garden Consultant	\$50/hour x 150 hours	\$7,500	\$7,500			\$7,500			\$0
Outreach/Marketing										
	Training Materials	Manuals/ Fliers	\$2,500	\$2,500	\$2,500					
Total			\$2,500	\$2,500	\$2,500	\$0	\$0	\$0	\$0	\$0

Department of the Environment Environmental Justice and Zero Waste Grant Programs

Application Cover and Checklist

Name of Applicant/Organization: _____
 Street Address: _____
 Contact Person and Title: _____
 Telephone: _____
 Fax: _____
 E-Mail: _____
 If you have a fiscal sponsor, please provide the following information:
 Fiscal Sponsor: _____
 Contact Person: _____
 Title: _____
 Phone: _____
 Fiscal Sponsor's Budget: \$ _____

Type of Project (check one): ☐ Environmental Justice or ☐ Zero Waste

Title of Project: _____
 Total Project Budget: \$ _____
 Length of Grant in Months: _____
 Amount Requested from the City and County of San Francisco: \$ _____
 Amount Received/Pending from other sources for project: \$ _____
 For Zero Waste Projects: Projected tons diverted by project _____
 Cost in \$\$/ton _____

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. APPLICATIONS MUST INCLUDE THE FOLLOWING ITEMS:

☐	A. Signed Application Cover (1 copy)
☐	B. Proposal Narrative, Work plan, and Project Budget (1 original and 3 copies plus 1 electronic copy)
☐	C. Letter(s) of agreement - Where a partnering, collaborative and/or subcontracting relationship exists, a letter or work agreement from the partnering organization(s) documenting the relationship must be submitted (1 original and 3 copies)
☐	D. Organization structure and organization chart for project team and list of board of directors Please include as an attachment an organizational chart for your organization. If your organization is partnering with other organizations for this project, please also include an organizational chart for the project team, illustrating the relationship between the organizations (1 copy)
☐	E. List of 3 references with contact information (1 copy)
☐	F. Proof of non-profit status verifying tax-exempt status (1 copy)
☐	G. Current year agency budget, previous year agency budget and previous year agency financial statement For annual budget less than \$500,000, applicants must submit a copy of 990 tax form; budgets between \$500,000 and \$1,000,000 must submit an independent auditor's review; and budgets over \$1,000,000 must submit an independent auditor's report (1 copy)
☐	H. A list of all grants received within the last 3 years, including the source of funds, the grant amount; grant timeline and a brief description of the projects for which they were used. Include all current and pending funding sources. (1 copy)

I certify that the information in this application is true and correct.

Executive Director (print) _____
 Signature of Executive Director _____
 Date _____

Board President (print) _____
 Signature of Board President _____
 Date _____

I certify that the Board of Directors or other governing board has approved the submission of this application.

Appendix A: Environmental Justice Grant Program

Requirements and Policy Matrix (December 2006)

1. Environmental Justice (EJ) grants will only be made to non-profit organizations and educational institutions;
2. Only projects that serve the Bayview Hunters Point and Potrero neighborhoods in San Francisco will be considered for funding;
3. Projects should include participation by local residents from the targeted neighborhoods, through collaborative partnerships with community groups and/or providing employment opportunities for local residents, and should seek to leverage resources, promote infrastructure; and demonstrate how the project can operate long-term, after City funds are expended;
4. Past or current grant recipients will only receive subsequent year funding if their project has achieved the grant goals that were previously identified in the work plan, and the grant recipient is able to demonstrate that similar successes can be achieved in the future;
5. For past or current grant recipients seeking additional grant funding, the application should identify specific outcomes or performance measures that will build upon the previous accomplishments.

ENVIRONMENTAL JUSTICE ACTIVITY OR PROJECT	GOALS AND OBJECTIVES	ACTIONS
Promote urban farms, community gardens and school yard gardens, and teach local residents and school children about the nutritional and public health benefits of growing and eating fresh produce.	Promote food security and locally grown fresh produce.	Improve access to nutritious fresh produce by developing local farmers markets, community gardens and green school yards; conduct local workshops and training classes on gardening, urban forestry, local food systems.
Reduce indoor air pollution; promote "asthma-safe" housing and reduce mold, mildew or other triggers that can contribute or exacerbate asthma conditions; promote purchase of environmentally preferred products and the use of less toxic consumer goods.	Improve air quality and reduce the cumulative, disproportionate impacts of pollution sources in Environmental Justice neighborhoods.	Identify indoor air pollution sources and asthma triggers, and identify and implement measures that can prevent or reduce indoor air contaminants.
Improve air quality by reducing outdoor pollution from mobile sources, such as diesel trucks or off-road construction equipment, or reduce air pollution from local stationary sources such as industrial facilities.	Improve air quality and reduce the cumulative, disproportionate impacts of pollution sources in Environmental Justice neighborhoods.	Identify sources of outdoor air pollution and identify and implement measures that can prevent or reduce air contaminants.
Promote energy conservation and efficiency in low-income homes and non-profit buildings; install renewable energy systems such as photovoltaic solar or solar hot water energy systems.	Improve air quality; promote energy efficiency; promote renewable energy systems.	Conduct local educational workshops and training classes on energy efficiency or renewable energy systems; perform direct installation of energy efficiency measures or renewable energy systems; recruit and train local residents to perform outreach or direct installation of energy conservation measures or renewable energy systems.
Promote effective outreach to multi-lingual, multicultural diverse communities; promote job skills and knowledge in environmental areas such as urban forestry, climate change, food security, green building practices, energy conservation and efficiency and renewable energy systems.	Build and promote the capacity, leadership and education of residents and businesses, to address Environmental Justice concerns and build a "green" sustainable environment on a local level.	Provide education and technical assistance to non-profit groups and local residents; provide job skills training and job placement services; promote community-based economic development opportunities in clean-tech industries.
Promote an understanding of global climate change and help local residents in the City's Southeast area identify measures to reduce Greenhouse Gases and adapt to Climate Change.	Build and promote the capacity, leadership and education of residents and businesses, to address and adapt to impacts of Climate Change on a local level.	Identify and implement measures to reduce greenhouse gases; conduct educational workshops and training on global Climate Change; provide assistance to local residents to learn about adaptation to Climate Change.

Appendix B: Zero Waste Grant Program

Requirements and Policy Matrix (December 2006)

Minimum Qualifications

Any proposal that does not meet the following minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for a Zero Waste grant award. The grant proposal must describe a project that:

1. Can demonstrate meaningful results, from a quantifiable baseline, in increasing tonnage landfill diversion in San Francisco;
2. Must accomplish at least one of the goals of the **Zero Waste Grants Policy Matrix** – attached in Zero Waste appendix; and
3. Addresses a priority area

Zero Waste Outreach – Projects that reach San Francisco residents and/or businesses with a demonstrable impact regarding one or more of the following; increasing backyard composting, increasing use of curbside composting and recycling bins, increasing reuse and reducing consumption. Examples are:

- Projects that utilize an organization's existing membership base by conducting recycling, composting, reuse and waste prevention outreach to their members (For example, a marine preservation group promotes composting, recycling, and waste reduction to their members in addition to their existing outreach).
- Projects that target audiences in specific neighborhoods, cultural or sub-cultural groups, organization members, employees, Spanish, Chinese and Russian speakers or specific interest groups.
- Projects that use direct personal contact to communicate their messages through, "door to door", youth or volunteer outreach, compost monitoring and education at special events, conversation cafes, advertisements, phone banking, newsletters, listserves, blogs, etc. The effectiveness of outreach methods must be measured appropriately.

Targeted Materials and Sectors – Projects that focus on specific materials in the waste stream specific industries, venues, events, to achieve promoting source reduction, composting, recycling or reuse.

Examples are:

- Projects encouraging effective recycling/composting at special events and venues in San Francisco.
- Projects target a specific material in the waste stream such as plastic bags, edible food, books, bikes, furniture, building materials, appliances, computers and other reusables.
- Projects that stimulate the repair or reuse of items such as small or large appliances, furniture, computers, TVs, other electronics.
- Projects that encourage reuse through the purchase of used items through Craigslist, EBay, used clothing stores, etc. rather than the purchase of new items.

All projects must specify the reach and results of program and provide the tonnage diverted with calculations. For example, provide the number of people to be contacted about using the food scrap composting program, the number expected to change behavior, and projected tons to be diverted from landfill that can be verified by weight tags as a result of the program. All funding requests and reports must include an up-to-date report on tonnage diverted and cost per ton.

The Department is particularly interested in projects that achieve cost-effective, sustainable landfill diversion. Hauling construction and demolition debris, reusables, and food for human or animal consumption can be funded under this grant program.

ZERO WASTE GRANTS POLICY MATRIX – December 2006

1. Zero Waste Grant are funded by the Impound Account and will only be made to non-profit organizations and institutions (e.g., universities);
2. Only projects that can demonstrate measurable results from a quantifiable baseline in increasing landfill diversion (reuse, repair, recycling or composting), reducing consumption or promoting the use of less toxic alternatives will be considered for funding;
3. Projects will only receive subsequent year funding where the grantee has achieved their grant goals and can demonstrate similar successes can be achieved in the future; and
4. Future funding will use the data resulting from the successes of the last grant as the starting baseline for the future grant.

RESOURCE CONSERVATION ACTIVITY OR PROJECT	TARGET WASTE STREAM OR AUDIENCE	ACTIONS	RESTRICTIONS
1. Direct material handling and infrastructure support including equipment purchase (e.g., compactors, vehicles, bins).	Residents, visitors, employees, students, seniors, businesses, institutions, etc., including food banks, reuse operations, and community recycling centers.	Waste reduction, recycling, reuse (including re-distribution of materials and food), composting, and toxics reduction (including safe disposal) programs and projects.	Focus must be on San Francisco facilities or Bay Area markets if there is a direct link to San Francisco. No funding outside Bay Area. One year funding can be given in cases where it is shown that baseline numbers will decrease without an investment in infrastructure or equipment.
2. Outreach and education including advertising, promotion and web outreach.	Residents, visitors, employees, businesses, schools and other institutions and communities that can have a beneficial impact on achieving San Francisco's Zero Waste and Toxic Reduction goals.	Motivating individuals and communities to participate in new and existing resource conservation related-programs (e.g., hands-on education programs that promote composting).	Must identify numbers of individuals served as well as behavior changes resulting from intervention. Must demonstrably educate target audience to: increase diversion through waste prevention, recycling or composting; reduce the volume of toxics in the waste stream; or reduce the use of toxics.
3. Drop-off sites and special events.	Major waste generating and/or recycling/toxic reduction events in San Francisco (e.g., gigantic 3, electronics collection, street fairs, athletic and cultural events, large venues). This area also covers the establishment and promotion of new drop-off locations for source-separated materials.	Direct implementation of reuse, recycling, composting, and toxics reduction (drop-off sites for toxic materials and items for reuse or recycling can achieve recovery and reduce the need for more expensive collection programs. Large events are significant generators of waste that can be recycled or composted with good planning.	Must demonstrably increase diversion through waste reduction, reuse, recycling or composting; reduce the volume of toxics in the waste stream; or reduce the use of toxics through re-formulation or use of alternative products. Events and venues must quantify diversion and calculate percent diverted. Events must set a diversion goal in excess of 75% to be considered for funding.
4. Training programs and technical assistance (including market development).	Volunteers, youth, students, seniors and others who want to become active in achieving San Francisco's Zero Waste and Toxic Reduction goals. Transitional employment and business development programs for diversion-related enterprises.	Resource conservation and/or toxics reduction training. Developmental assistance to business and institutions to increase markets that help support diversion.	Must quantifiably: increase diversion through waste prevention, reuse, recycling and composting; reduce the volume of toxics in the waste stream; or reduce the use of toxics through re-formulation or use of alternative products.
5. Pilot Projects.	Under-served demographic or geographic populations, or new types of waste materials.	Innovative projects and new programs, materials, markets or services.	One year maximum. Must demonstrably target an increase in waste diversion.



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**REGULAR MEETING
DRAFT MINUTES**

**Wednesday, April 18, 2007, 4:00 P.M.
Department of the Environment
11 Grove Street, Ground Floor Conference Room
San Francisco, CA 94102**

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair); Paul Pelosi Jr. and Ruth Gravanis

Commission Secretary: Monica Fish

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4. **INFORMATIONAL REPORT:** Status Report on Public Outreach Team Activities for the past six months.

Staff: Mr. Mark Westlund, Public Outreach Program Manager

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Mr. Westlund reported that the Department began a pilot outreach program that ran from January through early March in San Francisco's Sunset District that focused on the use of the green pail for household compostables in single-family homes. One of the program's objectives was for residents to try a new kind of green pail collection system called the "Max Air" which is a ventilated green kitchen pail that is cleaner and easier to use because the air circulates around the compostables in the bag so it dries and is not as wet as the original closed green pail.

Mr. Westlund explained that a combination of outreach methods had been implemented on seven different routes in San Francisco's Sunset District. Over 100 volunteers went door to door educating the community on the use of the green pail system. On one route, the "Max Air" pails and compostable bags were distributed; on another route the old fashioned closed pails and compostable bags were distributed; and another route included only information. If people had a pail, they were just given the bags. Residents were also offered a choice of pails. Mr. Westlund reported that when people had a choice between pails, it was almost exactly 50-50 between the new "Max Air" and the closed green pail. On another route, Norcal delivered the pails with no door to door conversation or information on use. Informational leaflets on the new pail were included in English and Chinese and several bilingual volunteers participated.

Mr. Westlund indicated that Norcal will submit a final results report broken down by route in the next couple of months, and the Department will analyze if there is a difference in community participation by using any of these methods. The Department will also determine if it is viable to implement this program citywide. Deputy Director Assmann explained that information will be reviewed in April for the month of March and will be compared to the month and year before.

Ms. Rachel Buerkle, Department Grants Manager, asked how long results would be tracked. Mr. Assmann reported that three months would be reviewed, but that Norcal information is available on a regular basis. Deputy Director Assmann stated that this program provides good information on what works as far as door to door outreach.

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compostable bags have to be used for the new pail, whereas with the old pail you could use another type of bag. Commissioner Gravanis stated that people will be able to get compostable bags free from the supermarket as a result of the new compostable bag Ordinance.

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Chair Mok stated that restaurant owners are concerned with the safety of compostable items as far as ability to withstand high temperatures. Mr. Westlund explained that the Ordinance allows for use of other packaging other than polystyrene if there is no functional alternative to a compostable or recyclable product. Chair Mok stated that many restaurants do not know which manufacturer is approved or if there is a guideline to follow. Mr. Westlund stated that there is a chart on the Department website of approved manufacturers and types of products they sell, and approved products will be labeled BPI compostable.

Commissioner Gravanis asked what sort of penalties would be enforced on July 1 if restaurants do not comply. Mr. Westlund explained that there is a monetary policy and that the amounts are included in the Ordinance. It was stated that there is a 6-month grace period that was agreed to with the Restaurant Association and the Chamber of Commerce. Commissioner Gravanis asked if it was up to the public to report a violation. Mr. Westlund explained that the Public Health Department would report violations when they do their inspections.

Chair Mok stated that Oakland started their ban on January 1, but there is not much of a penalty so people have not changed their behavior. Mr. Westlund stated that the

Oakland Ordinance was flawed in that it defined affordable as being the same cost or less, so if there was any differential in the price, a cheaper product could be used. It was stated that the San Francisco Ordinance is stricter, as it has more than a 15% limit before a non-recyclable non-compostable alternative can be used.

Deputy Director Assmann stated that the differential price between styrofoam and a compostable or recyclable product has not been determined at this time. Mr. Kevin Drew, Recycling Coordinator stated that styrofoam shouldn't be used as a base because it is inexpensive.

Commissioner Gravanis asked if it will be obvious to the public to put the new take out containers in the green bin and recommended a more conspicuous label be put on the container. Mr. Westlund stated that many manufacturers are putting a green band on the label. Commissioner Gravanis asked whether the Outreach program budget could accommodate the production of signs that vendors can put in stores that states "our containers are compostable, put them in your green bin when finished." Mr. Westlund stated that he would like more effort put into working with companies to do the labeling.

Compostable Bag Ordinance. Mr. Westlund stated that the compostable bag Ordinance has had a lot of coverage in every major newspaper and television outlet, and the Department has devoted a lot of time to answering many telephone calls. Mr. Westlund reported that he participated in a huge canvas bag giveaway at City Hall in the week right before and after the vote. It was stated that the next order of 2000 canvas bags are expected to arrive the first week of May.

Wonder Waste. Mr. Westlund reported on a new campaign for the Toxics Program called Wonder Waste that incorporates various campaigns together, e.g. hazardous waste, fluorescent bulbs, batteries, etc. The Department will be moving ahead on citywide advertising campaigns and television ads in the next fiscal year. The message will be if you wonder what to do with an item call us or go to the Department's website EcoFinder and do a search.

Chair Mok asked whether there was any radio advertising. Mr. Westlund stated that there was advertising on Spanish radio and in Chinese and neighborhood newspapers, but not a lot of radio as of now. Radio advertising would be considered in the future.

Global Warming Campaign: Mr. Westlund reported that a meeting was held two weeks ago with PG&E, MUNI, PUC, the Bay Area Air Quality District, and the Fletcher Power Campaign to discuss pooling resources to do a joint climate change campaign. Details are being worked on, e.g. how to work together and how it will be paid for. PG&E has offered to let the Department use their international advertising agency, Venables, that ran the "Lets Green the City Campaign." There will be a meeting on Friday this week to get a work plan together and then to see how to pull all these agencies together to work on a campaign. The idea is that each of these agencies has components that relate to global warming, e.g. the Department has a solid waste impact, MUNI has public transportation and spare the air messages, PG&E has energy efficiencies. Each agency

would possibly include the same art, the same slogan, and same type of language and then work in pitches for their own individual specific campaign areas.

Mr. Westlund reported that each of the Department's campaigns is thought of in three year components. The Toxics Wonder Waste Program first component would be to drive participation in the drop off centers; the second component would be to phase in the home pickups with Norcal; and the third phase would be to educate people about alternatives so it's not just how to get rid of waste or recycle it, its what you can do not to make it in the first place.

Mr. Westlund explained that the first phase of the global warming campaign is to send out basic information to let people know that they can have an impact by taking public transportation and recycling; the second phase would be around public participation and focus on individual approach, a contest for reduction; and the third would be to influence people to carry on with the program.

Chair Mok inquired about program funding. Mr. Westlund stated that there is funding from the Impound Account that can be used to do solid waste related messages and reference its advantage to the climate. For example, PG&E might have the same language but talk about rebates for energy efficient appliances and MUNI might have the same basic message but talk about purchasing a fast pass. The idea would be to make our specific requests and promote our own specific programs, but to do it in a way that looks like a citywide coordinated campaign. This effort would expand the impact of the campaign because it is being spread out instead of individual campaigns.

Chair Mok discussed the purchase of new school buses and the high cost of \$440,000 for each bus. Mr. Kevin Drew stated that there was a discussion about the SFUSD purchasing school buses that were supposed to be energy efficient and if they were diesel, they could convert to biodiesel and be cleaner. Chair Mok stated that it would be expensive to convert each individual school bus from diesel to biodiesel at \$440,000 for each bus.

Biodiesel. Mr. Westlund reported that Monday is the Mayor's Earth Day Breakfast. On Tuesday, there will be an event at the Olympic Gas Station at 3rd and 23rd Streets to announce progress towards the Mayor's Executive Order which asks that 20% of the City fleet be converted to diesel by December. It was reported that an announcement will be made that the City is now at over 50%, and Norcal is at 100% for their collection vehicles. On Wednesday, there will be a press conference announcing the City's 69% recycling diversion rate that will be held at the Recycling Center, Pier 96. Mr. Westlund stated that he and the Mayor's Press Office will be sending out press announcements

Commissioner Gravanis stated that Treasure and Yerba Buena Islands have not achieved a diligent separation between blue and black bins and are not on the green bin system yet. Commissioner Gravanis inquired whether the Outreach Team or Golden Gate Disposal could become more involved by implementing an education program and distributing literature as to what goes into each bin. Mr. Drew stated that he believes outreach may be part of the Golden Gate contract, but the Department can become

involved in this effort. It was stated that duplexes encompass most of the housing on the Islands. Mr. Drew suggested as one alternative that the property management company insert literature as part of their next announcement. Commissioner Gravanis stated that another outreach method could be through the Islands' monthly community meetings.

- 5. INFORMATIONAL REPORT:** Status Report on the Environmental Justice Program Fiscal Year 2006/07 Request for Proposal (RFP), issued jointly with the Recycling Program on December 21, 2006. (Explanatory Document: Request for Proposal (Word) [http://sfgov.org/site/uploadedfiles/FINALEJandRecyclingRFP0607\(122106\).doc](http://sfgov.org/site/uploadedfiles/FINALEJandRecyclingRFP0607(122106).doc))

Staff: Mr. Raymond Manion, Environmental Justice Program

Mr. Manion stated that a joint RFP between the Environmental Justice and Recycling Program areas was issued on December 21st. Mr. Manion reported that Environmental Justice received approximately 14 applications and Zero Waste received 23. Mr. Manion explained that the first phase of the evaluation, a review panel of readers, had been completed, and that the next phase would be the interview process for selection of grantees that is scheduled to be completed by the end of April. A proposal to recommend funding will be presented to the Commission at their May meeting. Mr. Manion indicated that from the initial 14 applications, 8 made it to the interview phase. It was stated that the Environmental Justice program has \$500,000 to grant out for Fiscal Year 2006/07. Ms. Buerkle asked why the grant would be administered for Fiscal Year 2006/07. Mr. Manion explained that the Request for Proposal was issued in December 2006 so encompassed that time period.

Mr. Manion reported that the process used to evaluate grant applications was in response to the Controller's Office Audit request for a more objective evaluation panel. The evaluation panel consisted of one Environmental Justice staff person, one outside person, and two Department staff members that were not related to Environmental Justice.

Mr. Drew, Recycling Coordinator reported that 23 applications were received and that a similar evaluation panel was implemented where there was one Recycling staff person accompanied by Commissioner Gravanis and two other staff people from other Department program areas. It was stated that the same process would be repeated with the interview process that is scheduled for May, and a recommendation would be forthcoming to the Commission in June. Mr. Drew stated that only one of the 23 applicants would not be interviewed because they were technically disqualified.

Commissioner Gravanis stated that the Commission does not meet in June unless a special meeting were to be scheduled and recommended starting the interviews as soon as possible so that it could be heard at the May Commission meeting. Ms. Buerkle reported that grants have to be approved by July 1 in order to become effective on time.

- 6. INFORMATION:** New Business. Commissioner Gravanis stated that it is a good policy for the Commissioners to review their meeting packet ahead of time and suggested that the full Commission consider printing their meeting packets from the email sent by the Commission Secretary in order to avoid duplication and to save paper. Paper copies

would then not be made available to the Commissioners at meetings. Copies would still be made available to the public and one Commission copy would be available. Chair Mok recommended that the issue be brought before the Operations Committee as an agenda item for consideration and possible action and then possibly to the full Commission.

7. **FUTURE AGENDA ITEMS.** Chair Mok stated that Deputy Director Assmann would report on Administration work in process for the July 18 meeting.
8. **PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
9. **ADJOURNMENT.** The Operations Committee meeting adjourned at 5:05 p.m.

The next Operations Committee Meeting will be on Wednesday, July 18, 2007 at 4:00 p.m. at the Department of the Environment, 11 Grove Street, San Francisco, CA.

Monica Fish, Commission Secretary

TEL: (415) 355-3709

FAX: (415) 554-6393

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=15518; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or (4) via e-mail at Monica.Fish@sfgov.org.*

Adopted:

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**REGULAR MEETING
APPROVED MINUTES**

DOCUMENTS DEPT.

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Wednesday, April 18, 2007, 4:00 P.M.

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Department of the Environment

11 Grove Street, Ground Floor Conference Room

San Francisco, CA 94102

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Chair Mok stated that restaurant owners are concerned with the safety of compostable items as far as ability to withstand high temperatures. Mr. Westlund explained that the Ordinance allows for use of other packaging other than polystyrene if there is no functional alternative to a compostable or recyclable product. Chair Mok stated that many restaurants do not know which manufacturer is approved or if there is a guideline to follow. Mr. Westlund stated that there is a chart on the Department website of approved manufacturers and types of products they sell, and approved products will be labeled BPI compostable.

Commissioner Gravanis asked what sort of penalties would be enforced on July 1 if restaurants do not comply. Mr. Westlund explained that there is a monetary policy and that the amounts are included in the Ordinance. It was stated that there is a 6-month grace period that was agreed to with the Restaurant Association and the Chamber of Commerce. Commissioner Gravanis asked if it was up to the public to report a violation. Mr. Westlund explained that the Public Health Department would report violations when they do their inspections.

Chair Mok stated that Oakland started their ban on January 1, but there is not much of a penalty so people have not changed their behavior. Mr. Westlund stated that the Oakland Ordinance was flawed in that it defined affordable as being the same cost or less, so if there was any differential in the price, a cheaper product could be used. It was stated that the San Francisco Ordinance is stricter, as it has more than a 15% limit before a non-recyclable non-compostable alternative can be used.

Deputy Director Assmann stated that the differential price between styrofoam and a compostable or recyclable product has not been determined at this time. Mr. Kevin Drew, Recycling Coordinator stated that styrofoam shouldn't be used as a base because it is inexpensive.

Commissioner Gravanis asked if it will be obvious to the public to put the new take out containers in the green bin and recommended a more conspicuous label be put on the container. Mr. Westlund stated that many manufacturers are putting a green band on the label. Commissioner Gravanis asked whether the Outreach program budget could accommodate the production of signs that vendors can put in stores that states "our containers are compostable, put them in your green bin when finished." Mr. Westlund stated that he would like more effort put into working with companies to do the labeling.

Compostable Bag Ordinance. Mr. Westlund stated that the compostable bag Ordinance has had a lot of coverage in every major newspaper and television outlet, and the Department has devoted a lot of time to answering many telephone calls. Mr. Westlund reported that he participated in a huge canvas bag giveaway at City Hall in the week right before and after the vote. It was stated that the next order of 2000 canvas bags are expected to arrive the first week of May.

Wonder Waste. Mr. Westlund reported on a new campaign for the Toxics Program called Wonder Waste that incorporates various campaigns together, e.g. hazardous waste, fluorescent bulbs, batteries, etc. The Department will be moving ahead on citywide advertising campaigns and television ads in the next fiscal year. The message will be if you wonder what to do with an item call us or go to the Department's website EcoFinder and do a search.

Chair Mok asked whether there was any radio advertising. Mr. Westlund stated that there was advertising on Spanish radio and in Chinese and neighborhood newspapers, but not a lot of radio as of now. Radio advertising would be considered in the future.

Global Warming Campaign: Mr. Westlund reported that a meeting was held two weeks ago with PG&E, MUNI, PUC, the Bay Area Air Quality District, and the Flex Your Power Campaign to discuss pooling resources to do a joint climate change campaign. Details are being worked on, e.g. how to work together and how it will be paid for. PG&E has offered to let the Department use their international advertising agency, Venables, that ran the "Lets Green the City Campaign." There will be a meeting on Friday this week to get a work plan together and then to see how to pull all these agencies together to work on a campaign. The idea is that each of these agencies has components that relate to global warming, e.g. the Department has a solid waste impact, MUNI has public transportation and spare the air messages, PG&E has energy efficiencies. Each agency would possibly include the same art, the same slogan, and same type of language and then work in pitches for their own individual specific campaign areas.

Mr. Westlund reported that each of the Department's campaigns is thought of in three year components. The Toxics Wonder Waste Program first component would be to drive participation in the drop off centers; the second component would be to phase in the home pickups with Norcal; and the third phase would be to educate people about alternatives so it's not just how to get rid of waste or recycle it, its what you can do not to make it in the first place.

Mr. Westlund explained that the first phase of the global warming campaign is to send out basic information to let people know that they can have an impact by taking public transportation and recycling; the second phase would be around public participation and focus on individual approach, a contest for reduction; and the third would be to influence people to carry on with the program.

Chair Mok inquired about program funding. Mr. Westlund stated that there is funding from the Impound Account that can be used to do solid waste related messages and reference its advantage to the climate. For example, PG&E might have the same language but talk about rebates for energy efficient appliances and MUNI might have the same basic message but talk about purchasing a fast pass. The idea would be to make our specific requests and promote our own specific programs, but to do it in a way that looks like a citywide coordinated campaign. This effort would expand the impact of the campaign because it is being spread out instead of individual campaigns.

Chair Mok discussed the purchase of new school buses and the high cost of \$440,000 for each bus. Mr. Kevin Drew stated that there was a discussion about the SFUSD purchasing school buses that were supposed to be energy efficient and if they were diesel, they could convert to biodiesel and be cleaner. Chair Mok stated that it would be expensive to convert each individual school bus from diesel to biodiesel at \$440,000 for each bus.

Biodiesel. Mr. Westlund reported that Monday is the Mayor's Earth Day Breakfast. On Tuesday, there will be an event at the Olympic Gas Station at 3rd and 23rd Streets to announce progress towards the Mayor's Executive Order which asks that 20% of the City fleet be converted to diesel by December. It was reported that an announcement will be made that the City is now at over 50%, and Norcal is at 100% for their collection vehicles. On Wednesday, there will be a press conference announcing the

City's 69% recycling diversion rate that will be held at the Recycling Center, Pier 96. Mr. Westlund stated that he and the Mayor's Press Office will be sending out press announcements

Commissioner Gravanis stated that Treasure and Yerba Buena Islands have not achieved a diligent separation between blue and black bins and are not on the green bin system yet. Commissioner Gravanis inquired whether the Outreach Team or Golden Gate Disposal could become more involved by implementing an education program and distributing literature as to what goes into each bin. Mr. Drew stated that he believes outreach may be part of the Golden Gate contract, but the Department can become involved in this effort. It was stated that duplexes encompass most of the housing on the Islands. Mr. Drew suggested as one alternative that the property management company insert literature as part of their next announcement. Commissioner Gravanis stated that another outreach method could be through the Islands' monthly community meetings.

5. **INFORMATIONAL REPORT:** Status Report on the Environmental Justice Program Fiscal Year 2006/07 Request for Proposal (RFP), issued jointly with the Recycling Program on December 21, 2006. (Explanatory Document: Request for Proposal (Word)
[http://sfgov.org/site/uploadedfiles/FINALEJandRecyclingRFP0607\(122106\).doc](http://sfgov.org/site/uploadedfiles/FINALEJandRecyclingRFP0607(122106).doc))

Staff: Mr. Raymond Manion, Environmental Justice Program

Mr. Manion stated that a joint RFP between the Environmental Justice and Recycling Program areas was issued on December 21st. Mr. Manion reported that Environmental Justice received approximately 14 applications and Zero Waste received 23. Mr. Manion explained that the first phase of the evaluation, a review panel of readers, had been completed, and that the next phase would be the interview process for selection of grantees that is scheduled to be completed by the end of April. A proposal to recommend funding will be presented to the Commission at their May meeting. Mr. Manion indicated that from the initial 14 applications, 8 made it to the interview phase.

It was stated that the Environmental Justice program has \$500,000 to grant out for Fiscal Year 2006/07. Ms. Buerkle asked why the grant would be administered for Fiscal Year 2006/07. Mr. Manion explained that the Request for Proposal was issued in December 2006 so encompassed that time period.

Mr. Manion reported that the process used to evaluate grant applications was in response to the Controller's Office Audit request for a more objective evaluation panel. The evaluation panel consisted of one Environmental Justice staff person, one outside person, and two Department staff members that were not related to Environmental Justice.

Mr. Drew, Recycling Coordinator reported that 23 applications were received and that a similar evaluation panel was implemented where there was one Recycling staff person accompanied by Commissioner Gravanis and two other staff people from other Department program areas. It was stated that the same process would be repeated with the interview process that is scheduled for May, and a recommendation would be forthcoming to the Commission in June. Mr. Drew stated that only one of the 23 applicants would not be interviewed because they were technically disqualified.

Commissioner Gravanis stated that the Commission does not meet in June unless a special meeting were to be scheduled and recommended starting the interviews as soon as possible so that it could be heard at the May Commission meeting. Ms. Buerkle reported that grants have to be approved by July 1 in order to become effective on time.

6. **INFORMATION:** New Business. Commissioner Gravanis stated that it is a good policy for the Commissioners to review their meeting packet ahead of time and suggested that the full Commission consider printing their meeting packets from the email sent by the Commission Secretary in order to avoid duplication and to save paper. Paper copies would then not be made available to the Commissioners at meetings. Copies would still be made available to the public and one Commission copy would be available. Chair Mok recommended that the issue be brought before the Operations Committee as an agenda item for consideration and possible action and then possibly to the full Commission.
7. **FUTURE AGENDA ITEMS.** Chair Mok stated that Deputy Director Assmann would report on Administration work in process for the July 18 meeting.
8. **PUBLIC COMMENTS:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
9. **ADJOURNMENT.** The Operations Committee meeting adjourned at 5:05 p.m.

The next Operations Committee Meeting will be on Wednesday, July 18, 2007 at 4:00 p.m. at the Department of the Environment, 11 Grove Street, San Francisco, CA.

Monica Fish, Commission Secretary
TEL: (415) 355-3709
FAX: (415) 554-6393

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=15518; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or (4) via e-mail at Monica.Fish@sfgov.org.*

Approved: July 11, 2007

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

***NOTICE OF RESCHEDULED MEETING AND AGENDA**

Wednesday, July 11, 2007, 4:00 P.M.

Department of the Environment

11 Grove Street

San Francisco, CA 94102

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COMMITTEE MEMBERS: Commissioners Alan Mok, Chair, Ruth Gravanis and Paul Pelosi, Jr.
Commission Secretary: Monica Fish

*The Wednesday, July 18, 2007, 4:00 p.m. Operations Committee Meeting has been rescheduled to
Wednesday, July 11, 2007 at 4:00 p.m.

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the April 18, 2007 Operations Committee Regular Meeting** (Explanatory Document: Draft Minutes of the April 18, 2007 Meeting (HTML)
http://sfgov.org/site/sfenvironment_page.asp?id=59446) (Action).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Update on the Environmental Justice Program Budget for FY 2007-08, City-funded Environmental Justice Grant Awards, and Status of Special Projects Supported by Grants from Non-City Sources** (Informational Report and Discussion).
Staff: Ms. Anne Eng, Environmental Justice Program Manager
5. **New Grants Received by the Department of the Environment** (Informational Report).
Staff: Ms. Shawn Rosenmoss, Fundraising Coordinator
5. **Final Report on the Department of the Environment's Fiscal Year 2007-08 Budget as Approved by the Board of Supervisors** (Explanatory Document: Fiscal Year 2007-08 Approved Budget) (Informational Report).
Staff: Mr. Joseph Salem, Budget and Finance Support
6. **Information:** New Business (Discussion)
7. **Future Agenda Items** (Discussion)

8. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

9. Adjournment

Monica Fish, Commission Secretary
TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee will be held on Wednesday, October 17, 2007 at 4:00 p.m.

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=61007, (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.*

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2nd Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

Posted: July 3, 2007

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**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

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***RESCHEDULED MEETING
DRAFT MINUTES**

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**Wednesday, July 11, 2007, 4:00 P.M.
Department of the Environment
11 Grove Street, Ground Floor Conference Room
San Francisco, CA 94102**

COMMITTEE MEMBERS: Commissioners Alan Mok (Chair); Paul Pelosi Jr. and Ruth Gravanis

Commission Secretary: Monica Fish

*The Wednesday, July 18, 2007, 4:00 p.m. meeting was rescheduled to Wednesday, July 11, 2007 at 4:00 p.m.

ORDER OF BUSINESS

1. **Call to Order and Roll Call.** The Operations Committee meeting was called to order at 4:10 p.m.
Present: Chair Mok and Commissioner Gravanis; Excused: Commissioner Paul Pelosi Jr.
2. **Approval of Minutes of the April 18, 2007 Operations Committee Regular Meeting** (Action). Upon Motion by Commissioner Gravanis and second by Chair Mok, the April 18, 2007 Meeting Minutes were approved with an amendment to page 4, to change "Fletcher" to "Flex Your Power." (AYES: Commissioners Gravanis and Mok; Absent: Commissioner Pelosi Jr.) (Explanatory Document: Approved Minutes of the April 18, 2007 Meeting (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=59446)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. Mr. Darian Rodriguez Heyman stated that (1) he would be sworn in as a Commissioner tomorrow; (2) recommended that the Operations Committee meetings contain more strategic discussions and votes rather than informational reports and updates. Chair Mok stated that past Operations Committee meetings have been to receive program updates by Department staff and to preview and vote on the Department's draft budget before the Commission's review and approval.
4. **Update on the Environmental Justice Program Budget for FY 2007-08, City-funded Environmental Justice Grant Awards, and Status of Special Projects Supported by Grants from Non-City Sources** (Informational Report and Discussion) (Explanatory Document Distributed in Committee Meeting: Environmental Justice Grants and Special Projects for 2007 and Budget (PDF) <http://web1.sfgov.org/site/uploadedfiles/EJGrantsSpecialProjects2007.PDF>)

Staff: Ms. Anne Eng, Environmental Justice Program Manager

Ms. Anne Eng reported that the Environmental Justice program has three funding sources, the initial \$13 million that was appropriated by the state to the city, outside grants, and the impound account. It was

explained that the funding source for most of the \$810,590 reflected on the budget sheet for Fiscal-Year 2007-08 is from the initial \$13 million, with \$500,000 allocated for grants. The Commission at their May meeting approved eight new grant awards that total approximately \$500,000. Ms. Eng reported that there is money allocated to staffing, overhead costs, and \$50,000 for other professional services to complement outside funding that is being received to address indoor air quality, food security, and energy issues.

Ms. Eng described special projects that the Environmental Justice Program is administering through a grant program. From the \$13 million dollars that was appropriated to the City, 41 grants have been awarded including the 8 new ones that were just approved by the Commission. Those 41 grant awards plus 3 professional service contracts total slightly over \$10 million dollars. The Department has secured funding beyond the \$13 million through outside funding and is collaborating with outside non-profit groups on special projects, providing an additional \$400,000 in grant funds. Outside funding has been secured for projects that include (1) the Bayview Hunters Point Farmers Market to address food security concerns of low-income residents; (2) indoor air quality to address asthma concerns in the Bayview neighborhood; and (3) outdoor air quality to focus on reducing diesel emissions and promoting alternative biodiesel fuel in the San Francisco Bay area.

A discussion was held on how grant funding is disbursed to non-profit organizations to develop and support projects. Ms. Eng explained that typically the non-profit organization outlays a certain amount for project funding and then gets reimbursed by the City. This sometimes causes problems for larger projects as many groups have cash flow, program oversight, and accounting problems. Mr. Darian Rodriguez Heyman asked if there is a way that the non-profit would not have to outlay the money in advance. Ms. Eng explained that the grant agreement has provisions on how disbursements would be made, and the Department usually advances up to 25% and provides additional payments as receipts are submitted. Mr. Rodriguez Heyman stated that he would like to participate in a future discussion on this topic and encouraged the Department to recommend to grantees an organization called Northern California Grant Makers who have an emergency low-interest loan program for non-profits that have been awarded government and foundation grants.

Commissioner Mok asked Ms. Eng whether engine oil collection from households has started. Ms. Eng stated that there has been funding received for waste oil collection services throughout the City. Ms. Shawn Rosenmoss stated that the Toxics Reduction Program is giving out two grants this year to do outreach and education on used oil recycling in the Mission and Bayview Hunters Point neighborhoods.

Mr. Darian Rodriguez Heyman inquired about the status of the Literacy for Environmental Justice grant proposal. Ms. Eng stated that there would be a future interview scheduled with the organization and a grant award will be brought to the Commission for approval. It was stated that if a partial award would be recommended, it would be conditional on the completion of the Living Classroom project.

5. New Grants Received by the Department of the Environment (Informational Report). (Explanatory Document Received in Committee Meeting: List of Grants Received by the Department (PDF)

<http://web1.sfgov.org/site/uploadedfiles/DeptIncomingGrants.pdf>)

Staff: Ms. Shawn Rosenmoss, Fundraising Coordinator

Ms. Shawn Rosenmoss referenced the list of grants that the Department has applied for over the past two years (see Explanatory Document above) that is categorized by division, funder name, proposal description, amount requested, proposal date, amount granted, and grant duration. It was stated that there

are three Clean Air grants that will be applied for this week that are not on the list. Ms. Rosenmoss stated that applying for grants is a Department collaborative effort and noted the good job the Department is doing in securing grants given that it is a government agency. It was explained that most Clean Air grants and Toxics Reduction block grants for outreach and education on oil collection are received every year, but other programs require fundraising.

Commissioner Gravanis inquired about the process used to determine what grants to apply for. Ms. Rosenmoss explained that determinations are made based on the Strategic Plan and also from new information (e.g. Requests for Proposals) about grants that are being released in order to implement future projects. Commissioner Gravanis stated that priorities that may not be in the Strategic Plan are listed as part of the priorities of the Urban Environmental Accords. Ms. Eng explained that because the Department is not funded directly from the General Fund, it is dependent on grant funding.

Mr. Rodriguez Heyman suggested that the Strategic Plan should contain a core list of projects and other projects that the Department would like to pursue given adequate funding. Ms. Rosenmoss stated that funding could become available for projects that are not listed in the Strategic Plan as agencies release money for specific projects that staff members had in mind, but funding was not available at the time the Strategic Plan was written. Mr. Rodriguez Heyman stated that he would forward a list of foundations that fund environmental causes to Ms. Rosenmoss. Ms. Rosenmoss was asked to forward Commissioners a list of projects that the Department is having a hard time securing funding for so they could possibly support the effort.

Mr. Rodriguez Heyman asked what percentage of grants is granted to other agencies. Ms. Rosenmoss stated that she is working on this field for the database and explained that part of the grant funding stays with the Department to run its programs, and other funding is allocated to outside agencies, City departments, equipment purchase, and other allocations. Ms. Eng stated that the only way for the Department to allocate funding to a non-profit agency is through a grant agreement (RFP). Ms. Rosenmoss stated that the Department issues an RFP for a partner to work on a project, selects someone from an RFP, and then that organization would have to apply for a grant, which may be a year-long process. Commissioner Gravanis suggested that a non-profit organization could be the applicant in order to avoid these issues. Ms. Rosenmoss explained that a non-profit organization could apply for some projects, but other projects may require application by a government agency. Ms. Eng explained that in those grants where they want a government agency to lead, it is because they have the capacity to manage and often times a non-profit organization does not.

6. **Final Report on the Department of the Environment's Fiscal Year 2007-08 Budget as Approved by the Board of Supervisors** (Explanatory Documents Received in Committee Meeting: Fiscal Year 2007-08 Approved Budget (PDF) <http://web1.sfgov.org/site/uploadedfiles/DepartmentBudget.pdf> and Budget Analyst Recommendations (PDF) <http://web1.sfgov.org/site/uploadedfiles/BudgetAnalystRecsDeptBudget.pdf>) (Informational Report).
Staff: Mr. Joseph Salem, Budget and Finance Support

Mr. Salem reported on the Department of the Environment's Fiscal-Year 2007-08 Budget with Budget Analyst Recommendations that was approved by the Board of Supervisors (see Explanatory Documents above) and discussed changes from the Draft Budget presented to the Commission at their January meeting.

1. Grant Funds. No changes were made as funding is set by outside agencies.

2. Impound Account. (1) Administration Budget in Other Materials & Supplies that includes data processing supplies, e.g. computer, software programs, etc. was reduced by \$21,381 and (2) a reduction in professional services for the Recycling Program of \$60,911. These two changes were the only ones that resulted in a net decrease in the overall Department budget.

Commissioner Gravanis asked if the Recycling Program would be affected by the reduction in professional services. Mr. Salem stated that the amount would equal slightly-under 10% of the total for the professional services budget, and may reduce the overall projected effectiveness of the Recycling Program's goal for the year, but would be distributed between the various tasks. Mr. Rodriguez Heyman asked if the Department was able to provide input into the Budget Analyst and Board of Supervisors' recommendations. Mr. Salem explained that the Department Director and Deputy Director concurred with the Budget Analyst recommendations. It was stated that FY 2007-08 budget cuts were substantially lower than FY 06-07's.

3. General Fund. Other Materials & Supplies. Data processing supplies were cut by 50%, which will result in fewer updated computers and software licenses that may be put off for next fiscal year. Mr. Salem stated that a specific list of cuts as a result of this reduction is available. Mr. Rodriguez Heyman suggested looking into services that offer free or significantly discounted computers to non-profits. Ms. Rosenmoss stated that this service would be offered to a government agency, but would consult them again.

Other Current Expenses in the amount of \$13,638 was rejected for printing expenses for Urban Forestry brochures. Other Materials & Supplies were reduced to reflect an increase of \$13,426 as a result of a reduction in interdepartmental recovery amounts. Only negligible General Fund savings will result because the interdepartmental recoveries are primarily non-General Fund departments.

Green Building Professional & Specialized Services budget was reduced from \$191,645 to \$71,645. Other Materials and Supplies for Green Building expenditures were reduced from \$18,000 to \$9,000.

An additional three reductions in the General Account were reversed from general back to grant-funded positions, most notably for Energy Group FTE's that were funded by the Energy Watch grant.

Mr. Salem explained that the only other changes to the budget included position changes where the decrease to the Impound Fund was offset by an increase in Grant Fund expenditures. Other than these cuts, there were no cuts made from the Draft Budget presented in January. The only material change was an increase of \$60,000 in General Fund money allocated to the Department to manage the Victory Gardens project sponsored by Supervisor Peskin. Ms. Eng advised that an RFP would be issued for this project. Commissioner Gravanis asked if any part of the \$60,000 would be allocated for staff resources to manage the project. Ms. Rosenmoss and Ms. Eng stated that it would not as the project would be part of the Department's mission. Mr. Salem explained that the \$60,000 does represent General Fund support so would not be a reduction in other funds.

Mr. Salem reported that overall the FY 2007-08 budget is \$14,987,000 and represents a \$2,709,176 increase from the last fiscal year, a vast majority of which is an increase to Energy Watch professional

services (increased to \$4.5 million from \$2.7 in the last fiscal year) and an increase of \$619,000 to the Impound Fund over last year. Those two account for almost all of the increase in our budget from last fiscal year to this fiscal year.

Mr. Rodriguez Heyman (1) requested a list of Department cuts based on reductions that were made to the budget in order to identify funders; (2) asked if Commissioners are able to make personal contributions to the Commission or to the Department. Ms. Rosenmoss stated that Commissioners are able to make contributions, which may be a tax write-off and suggested making contributions through a non-profit organization for a specific project. Ms. Eng stated that the Environmental Justice Program and Urban Forestry program areas would need help in brainstorming future funding ideas.

Items 7 and 8 were heard together.

- 7. Information:** New Business (Discussion). Commissioner Mok inquired about the progress of the Bayview Farmer's Market that has been operational again since May of this year. Ms. Eng reported that the market receives 100 to 200 customers a week and has five vendors, two of which are community based and three are participating farmers that have volunteers selling their produce at the market. Ms. Eng reported that a USDA grant helps subsidize weekly sales, which assists in the continuation of the market, and that the market is linked into the food stamp program. It was stated that farmers would like to make \$400 in half a day to be worth their time, which may be difficult.
- 8. Future Agenda Items** (Discussion).
October 17 Meeting: Commissioner Mok requested a progress report on the Bayview Farmer's Market, a Finance Report, Outreach, and School Education Annual Plan as agenda items. Commissioner Gravanis requested that Mr. Westlund, Outreach Program Manager, present a follow-up report on topics heard at the April Operations Committee meeting, specifically an outreach item on the Compostable Bag Ordinance.
- 9. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. Mr. Rodriguez Heyman asked Chair Mok about a potential conflict of interest issue and was advised that either the Director or Legal Counsel could assist in the determination.
- 10. Adjournment.** The Operations Committee meeting adjourned at 5:20 p.m.

The next Operations Committee Meeting is scheduled for Wednesday, October 17, 2007 at 4:00 p.m. at the Department of the Environment, 11 Grove Street, San Francisco, CA.

Monica Fish, Commission Secretary
TEL: (415) 355-3709
FAX: (415) 554-6393

Approved:

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

***RESCHEDULED MEETING
APPROVED MINUTES**

Wednesday, July 11, 2007, 4:00 P.M.
Department of the Environment
11 Grove Street, Ground Floor Conference Room
San Francisco, CA 94102

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair); Paul Pelosi Jr. and Ruth Gravanis

Commission Secretary: Monica Fish

*The Wednesday, July 18, 2007, 4:00 p.m. meeting was rescheduled to Wednesday, July 11, 2007 at 4:00 p.m.

ORDER OF BUSINESS

1. **Call to Order and Roll Call.** The Operations Committee meeting was called to order at 4:10 p.m.
Present: Chair Mok and Commissioner Gravanis; Excused: Commissioner Paul Pelosi Jr.
2. **Approval of Minutes of the April 18, 2007 Operations Committee Regular Meeting** (Action). Upon Motion by Commissioner Gravanis and second by Chair Mok, the April 18, 2007 Meeting Minutes were approved with an amendment to page 4, to change "Fletcher" to "Flex Your Power." (AYES: Commissioners Gravanis and Mok; Absent: Commissioner Pelosi Jr.) (Explanatory Document: Approved Minutes of the April 18, 2007 Meeting (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=59446)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. Mr. Darian Rodriguez Heyman stated that (1) he would be sworn in as a Commissioner tomorrow; (2) recommended that the Operations Committee meetings contain more strategic discussions and votes rather than informational reports and updates. Chair Mok stated that past Operations Committee meetings have been to receive program updates by Department staff and to preview and vote on the Department's draft budget before the Commission's review and approval.
4. **Update on the Environmental Justice Program Budget for FY 2007-08, City-funded Environmental Justice Grant Awards, and Status of Special Projects Supported by Grants from Non-City Sources** (Informational Report and Discussion) (Explanatory Document Distributed in Committee Meeting: Environmental Justice Grants and Special Projects for 2007 and Budget (PDF) <http://web1.sfgov.org/site/uploadedfiles/EJGrantsSpecialProjects2007.PDF>)

Staff: Ms. Anne Eng, Environmental Justice Program Manager

Ms. Anne Eng reported that the Environmental Justice program has three funding sources, the initial \$13 million that was appropriated by the state to the city, outside grants, and the impound account. It was

explained that the funding source for most of the \$810,590 reflected on the budget sheet for Fiscal-Year 2007-08 is from the initial \$13 million, with \$500,000 allocated for grants. The Commission at their May meeting approved eight new grant awards that total approximately \$500,000. Ms. Eng reported that there is money allocated to staffing, overhead costs, and \$50,000 for other professional services to complement outside funding that is being received to address indoor air quality, food security, and energy issues.

Ms. Eng described special projects that the Environmental Justice Program is administering through a grant program. From the \$13 million dollars that was appropriated to the City, 41 grants have been awarded including the 8 new ones that were just approved by the Commission. Those 41 grant awards plus 3 professional service contracts total slightly over \$10 million dollars. The Department has secured funding beyond the \$13 million through outside funding and is collaborating with outside non-profit groups on special projects, providing an additional \$400,000 in grant funds. Outside funding has been secured for projects that include (1) the Bayview Hunters Point Farmers Market to address food security concerns of low-income residents; (2) indoor air quality to address asthma concerns in the Bayview neighborhood; and (3) outdoor air quality to focus on reducing diesel emissions and promoting alternative biodiesel fuel in the San Francisco Bay area.

A discussion was held on how grant funding is disbursed to non-profit organizations to develop and support projects. Ms. Eng explained that typically the non-profit organization outlays a certain amount for project funding and then gets reimbursed by the City. This sometimes causes problems for larger projects as many groups have cash flow, program oversight, and accounting problems. Mr. Darian Rodriguez Heyman asked if there is a way that the non-profit would not have to outlay the money in advance. Ms. Eng explained that the grant agreement has provisions on how disbursements would be made, and the Department usually advances up to 25% and provides additional payments as receipts are submitted. Mr. Rodriguez Heyman stated that he would like to participate in a future discussion on this topic and encouraged the Department to recommend to grantees an organization called Northern California Grant Makers who have an emergency low-interest loan program for non-profits that have been awarded government and foundation grants.

Commissioner Mok asked Ms. Eng whether engine oil collection from households has started. Ms. Eng stated that there has been funding received for waste oil collection services throughout the City. Ms. Shawn Rosenmoss stated that the Toxics Reduction Program is giving out two grants this year to do outreach and education on used oil recycling in the Mission and Bayview Hunters Point neighborhoods.

Mr. Darian Rodriguez Heyman inquired about the status of the Literacy for Environmental Justice grant proposal. Ms. Eng stated that there would be a future interview scheduled with the organization and a grant award will be brought to the Commission for approval. It was stated that if a partial award would be recommended, it would be conditional on the completion of the Living Classroom project.

5. New Grants Received by the Department of the Environment (Informational Report). (Explanatory Document Received in Committee Meeting: List of Grants Received by the Department (PDF)

<http://web1.sfgov.org/site/uploadedfiles/DeptIncomingGrants.pdf>)

Staff: Ms. Shawn Rosenmoss, Fundraising Coordinator

Ms. Shawn Rosenmoss referenced the list of grants that the Department has applied for over the past two years (see Explanatory Document above) that is categorized by division, funder name, proposal description, amount requested, proposal date, amount granted, and grant duration. It was stated that there

are three Clean Air grants that will be applied for this week that are not on the list. Ms. Rosenmoss stated that applying for grants is a Department collaborative effort and noted the good job the Department is doing in securing grants given that it is a government agency. It was explained that most Clean Air grants and Toxics Reduction block grants for outreach and education on oil collection are received every year, but other programs require fundraising.

Commissioner Gravanis inquired about the process used to determine what grants to apply for. Ms. Rosenmoss explained that determinations are made based on the Strategic Plan and also from new information (e.g. Requests for Proposals) about grants that are being released in order to implement future projects. Commissioner Gravanis stated that priorities that may not be in the Strategic Plan are listed as part of the priorities of the Urban Environmental Accords. Ms. Eng explained that because the Department is not funded directly from the General Fund, it is dependent on grant funding.

Mr. Rodriguez Heyman suggested that the Strategic Plan should contain a core list of projects and other projects that the Department would like to pursue given adequate funding. Ms. Rosenmoss stated that funding could become available for projects that are not listed in the Strategic Plan as agencies release money for specific projects that staff members had in mind, but funding was not available at the time the Strategic Plan was written. Mr. Rodriguez Heyman stated that he would forward a list of foundations that fund environmental causes to Ms. Rosenmoss. Ms. Rosenmoss was asked to forward Commissioners a list of projects that the Department is having a hard time securing funding for so they could possibly support the effort.

Mr. Rodriguez Heyman asked what percentage of grants is granted to other agencies. Ms. Rosenmoss stated that she is working on this field for the database and explained that part of the grant funding stays with the Department to run its programs, and other funding is allocated to outside agencies, City departments, equipment purchase, and other allocations. Ms. Eng stated that the only way for the Department to allocate funding to a non-profit agency is through a grant agreement (RFP). Ms. Rosenmoss stated that the Department issues an RFP for a partner to work on a project, selects someone from an RFP, and then that organization would have to apply for a grant, which may be a year-long process. Commissioner Gravanis suggested that a non-profit organization could be the applicant in order to avoid these issues. Ms. Rosenmoss explained that a non-profit organization could apply for some projects, but other projects may require application by a government agency. Ms. Eng explained that in those grants where they want a government agency to lead, it is because they have the capacity to manage and often times a non-profit organization does not.

- 6. Final Report on the Department of the Environment's Fiscal Year 2007-08 Budget as Approved by the Board of Supervisors** (Explanatory Documents Received in Committee Meeting: Fiscal Year 2007-08 Approved Budget (PDF) <http://web1.sfgov.org/site/uploadedfiles/DepartmentBudget.pdf> and Budget Analyst Recommendations (PDF) <http://web1.sfgov.org/site/uploadedfiles/BudgetAnalystRecsDeptBudget.pdf>) (Informational Report).
Staff: Mr. Joseph Salem, Budget and Finance Support

Mr. Salem reported on the Department of the Environment's Fiscal-Year 2007-08 Budget with Budget Analyst Recommendations that was approved by the Board of Supervisors (see Explanatory Documents above) and discussed changes from the Draft Budget presented to the Commission at their January meeting.

1. Grant Funds. No changes were made as funding is set by outside agencies.

2. Impound Account. (1) Administration Budget in Other Materials & Supplies that includes data processing supplies, e.g. computer, software programs, etc. was reduced by \$21,381 and (2) a reduction in professional services for the Recycling Program of \$60,911. These two changes were the only ones that resulted in a net decrease in the overall Department budget.

Commissioner Gravanis asked if the Recycling Program would be affected by the reduction in professional services. Mr. Salem stated that the amount would equal slightly-under 10% of the total for the professional services budget, and may reduce the overall projected effectiveness of the Recycling Program's goal for the year, but would be distributed between the various tasks. Mr. Rodriguez Heyman asked if the Department was able to provide input into the Budget Analyst and Board of Supervisors' recommendations. Mr. Salem explained that the Department Director and Deputy Director concurred with the Budget Analyst recommendations. It was stated that FY 2007-08 budget cuts were substantially lower than FY 06-07's.

3. General Fund. Other Materials & Supplies. Data processing supplies were cut by 50%, which will result in fewer updated computers and software licenses that may be put off for next fiscal year. Mr. Salem stated that a specific list of cuts as a result of this reduction is available. Mr. Rodriguez Heyman suggested looking into services that offer free or significantly discounted computers to non-profits. Ms. Rosenmoss stated that this service would be offered to a government agency, but would consult them again.

Other Current Expenses in the amount of \$13,638 was rejected for printing expenses for Urban Forestry brochures. Other Materials & Supplies were reduced to reflect an increase of \$13,426 as a result of a reduction in interdepartmental recovery amounts. Only negligible General Fund savings will result because the interdepartmental recoveries are primarily non-General Fund departments.

Green Building Professional & Specialized Services budget was reduced from \$191,645 to \$71,645. Other Materials and Supplies for Green Building expenditures were reduced from \$18,000 to \$9,000.

- An additional three reductions in the General Account were reversed from general back to grant-funded positions, most notably for Energy Group FTE's that were funded by the Energy Watch grant.

Mr. Salem explained that the only other changes to the budget included position changes where the decrease to the Impound Fund was offset by an increase in Grant Fund expenditures. Other than these cuts, there were no cuts made from the Draft Budget presented in January. The only material change was an increase of \$60,000 in General Fund money allocated to the Department to manage the Victory Gardens project sponsored by Supervisor Peskin. Ms. Eng advised that an RFP would be issued for this project. Commissioner Gravanis asked if any part of the \$60,000 would be allocated for staff resources to manage the project. Ms. Rosenmoss and Ms. Eng stated that it would not as the project would be part of the Department's mission. Mr. Salem explained that the \$60,000 does represent General Fund support so would not be a reduction in other funds.

Mr. Salem reported that overall the FY 2007-08 budget is \$14,987,000 and represents a \$2,709,176 increase from the last fiscal year, a vast majority of which is an increase to Energy Watch professional

services (increased to \$4.5 million from \$2.7 in the last fiscal year) and an increase of \$619,000 to the Impound Fund over last year. Those two account for almost all of the increase in our budget from last fiscal year to this fiscal year.

Mr. Rodriguez Heyman (1) requested a list of Department cuts based on reductions that were made to the budget in order to identify funders; (2) asked if Commissioners are able to make personal contributions to the Commission or to the Department. Ms. Rosenmoss stated that Commissioners are able to make contributions, which may be a tax write-off and suggested making contributions through a non-profit organization for a specific project. Ms. Eng stated that the Environmental Justice Program and Urban Forestry program areas would need help in brainstorming future funding ideas.

Items 7 and 8 were heard together.

7. **Information:** New Business (Discussion). Commissioner Mok inquired about the progress of the Bayview Farmer's Market that has been operational again since May of this year. Ms. Eng reported that the market receives 100 to 200 customers a week and has five vendors, two of which are community based and three are participating farmers that have volunteers selling their produce at the market. Ms. Eng reported that a USDA grant helps subsidize weekly sales, which assists in the continuation of the market, and that the market is linked into the food stamp program. It was stated that farmers would like to make \$400 in half a day to be worth their time, which may be difficult.
8. **Future Agenda Items** (Discussion).
October 17 Meeting: Commissioner Mok requested a progress report on the Bayview Farmer's Market, a Finance Report, Outreach, and School Education Annual Plan as agenda items. Commissioner Gravanis requested that Mr. Westlund, Outreach Program Manager, present a follow-up report on topics heard at the April Operations Committee meeting, specifically an outreach item on the Compostable Bag Ordinance.
9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. Mr. Rodriguez Heyman asked Chair Mok about a potential conflict of interest issue and was advised that either the Director or Legal Counsel could assist in the determination.
10. **Adjournment.** The Operations Committee meeting adjourned at 5:20 p.m.

The next Operations Committee Meeting is scheduled for Wednesday, October 17, 2007 at 4:00 p.m. at the Department of the Environment, 11 Grove Street, San Francisco, CA.

Monica Fish, Commission Secretary
TEL: (415) 355-3709
FAX: (415) 554-6393

Approved: October 16, 2007

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**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

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***NOTICE OF RESCHEDULED MEETING AND AGENDA**

Tuesday, October 16, 2007, 4:00 P.M.

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Department of the Environment

11 Grove Street

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San Francisco, CA 94102

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COMMITTEE MEMBERS: Commissioners Alan Mok, Chair, Darian Rodriguez Heyman and Paul Pelosi, Jr.
Commission Secretary: Monica Fish

***The Wednesday, October 17, 2007, 4:00 p.m. Operations Committee Meeting has been rescheduled to Tuesday, October 16, 2007 at 4:00 p.m.**

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the July 16, 2007 Operations Committee Rescheduled Meeting** (Explanatory Document: Draft Minutes of the July 16, 2007 Meeting (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=64282) (Discussion and Action).
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
- 4. Department of the Environment School Education Program Update** (Informational Report and Discussion).
Staff: Tamar Hurwitz, Environmental Education Manager
- 5. Bayview Farmers Market Update** (Informational Report and Discussion).
Staff: Sraddha Mehta, Environmental Justice Coordinator
- 6. Compostable Bag Outreach Report** (Informational Report and Discussion).
Staff: Jack Macy, Commercial Recycling Coordinator
- 7. Department of the Environment's Financial Report through September 30, 2007** (Informational Report and Discussion).
Staff: Joseph Salem, Budget & Finance Support
- 8. Information:** New Business/Future Agenda Items (Discussion)

9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

10. Adjournment

Monica Fish, Commission Secretary

TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee is scheduled for Wednesday, January 16, 2008 at 4:00 p.m.

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=61007, (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.*

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

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**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

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Important Information

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NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above.

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**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

***NOTICE OF RESCHEDULED MEETING AND AGENDA--AMENDED**

Tuesday, October 16, 2007, 4:00 P.M.

Department of the Environment

11 Grove Street, Eco Center

San Francisco, CA 94102

COMMITTEE MEMBERS: Commissioners Alan Mok, Chair, Darian Rodriguez Heyman and Paul Pelosi, Jr.
Commission Secretary: Monica Fish

*The Wednesday, October 17, 2007, 4:00 p.m. Operations Committee Meeting has been rescheduled to Tuesday, October 16, 2007 at 4:00 p.m.

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the July 16, 2007 Operations Committee Rescheduled Meeting** (Explanatory Document: Draft Minutes of the July 16, 2007 Meeting (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=64282) (Discussion and Action).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Update on the Closure of Potrero Unit 3 Power Plant** (Informational Report and Discussion).
Sponsor: Commissioner Paul Pelosi, Jr.
Speaker: Anne Eng, Environmental Justice Program Manager, Department of the Environment
5. **Department of the Environment School Education Program Update** (Informational Report and Discussion).
Staff: Tamar Hurwitz, Environmental Education Manager
6. **Bayview Farmers Market Update** (Informational Report and Discussion).
Staff: Sraddha Mehta, Environmental Justice Coordinator
7. **Compostable Bag Outreach Report** (Informational Report and Discussion).
Staff: Jack Macy, Commercial Recycling Coordinator
8. **Department of the Environment's Financial Report through September 30, 2007** (Informational Report and Discussion).
Staff: Joseph Salem, Budget & Finance Support

9. Information: New Business/Future Agenda Items (Discussion)

10. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

11. Adjournment

Monica Fish, Commission Secretary
TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee is scheduled for Wednesday, January 16, 2008 at 4:00 p.m.

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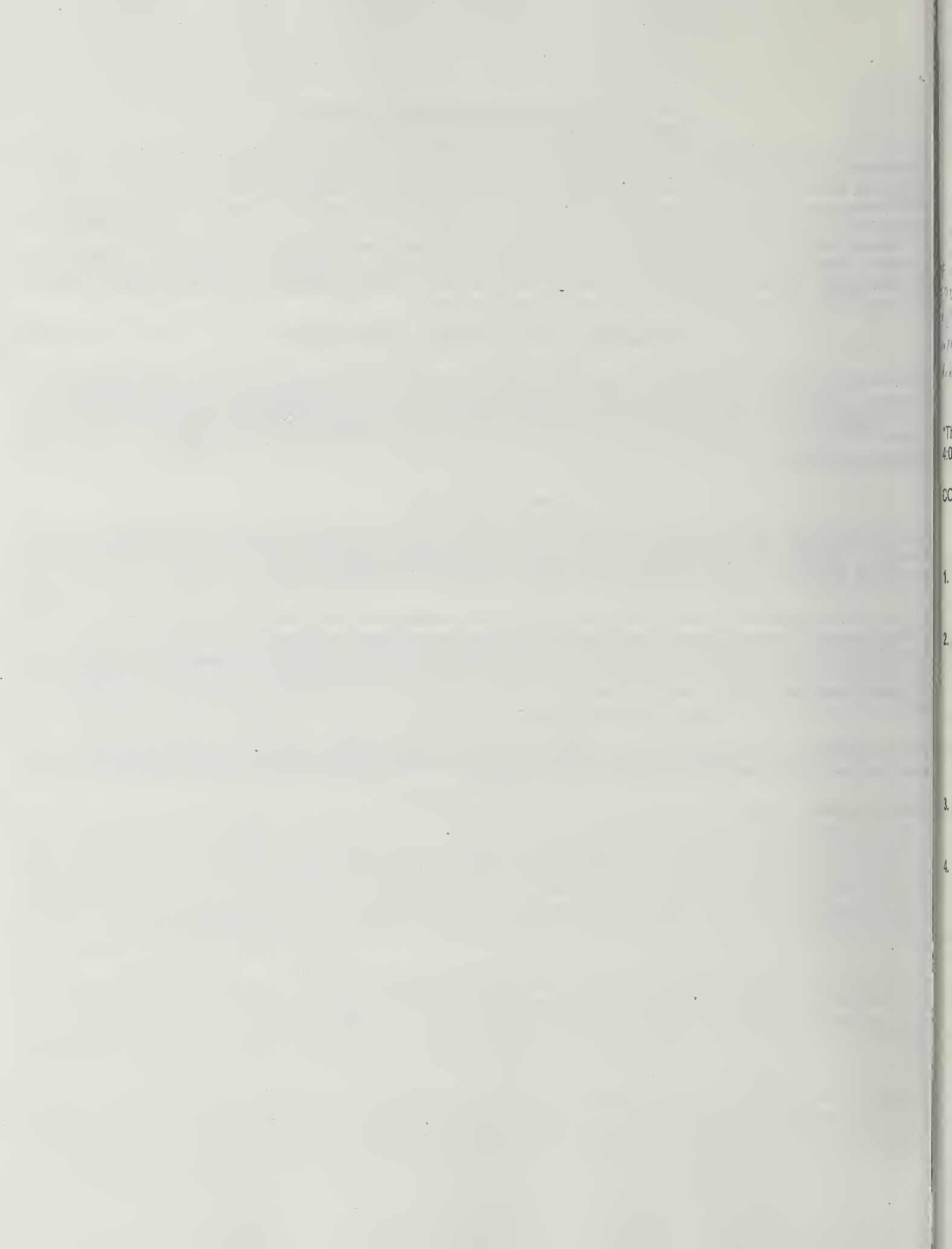
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Posted: October 11, 2007



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**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

***RESCHEDULED MEETING
DRAFT MINUTES**

**Tuesday, October 16, 2007, 4:00 P.M.
Department of the Environment
11 Grove Street, Eco Center
San Francisco, CA 94102**

DOCUMENTS DEPT.

OCT 25 2007

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*The Wednesday, October 17, 2007, 4:00 p.m. meeting was rescheduled to Tuesday, October 16, 2007 at 4:00 p.m.

COMMITTEE MEMBERS: Commissioners Alan Mok (Chair); Paul Pelosi Jr. and Darian Rodriguez Heyman

ORDER OF BUSINESS

1. **Call to Order and Roll Call.** The Operations Committee meeting was called to order at 4:08 p.m.
Present: Chair Mok, Commissioners Paul Pelosi Jr. and Darian Rodriguez Heyman.
2. **Approval of Minutes of the July 16, 2007 Operations Committee Rescheduled Meeting** (Explanatory Document: Approved Minutes of the July 16, 2007 Meeting (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=64282) (Discussion and Action). Upon Motion by Commissioner Pelosi Jr. and second by Commissioner Rodriguez Heyman, the July 16, 2007 Meeting Minutes were approved (AYES: Chair Mok, Commissioners Pelosi Jr. and Darian Rodriguez Heyman). Commissioner Heyman asked that Ms. Rosenmoss provide a follow up to the Committee on the July 16 agenda item on new grants received by the Department.
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
4. **Update on the Closure of Potrero Unit 3 Power Plant** (Informational Report and Discussion).
(Explanatory Document: SFERP Project (Word) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2007/SFERPProject.doc>)

Sponsor; Commissioner Paul Pelosi, Jr.

Speaker: Anne Eng, Environmental Justice Program Manager, Department of the Environment

Ms. Anne Eng reported on the current status of the City's efforts to build the San Francisco Electricity Reliability Project (SFERP), also known as combustion turbines "CTs" and how this project relates to the closure of the Mirant Potrero Power Plant. Ms. Eng reported that the Mirant plant is more than 40 years old, considered inefficient, and a cause of pollution. It was stated that typically power plants of this kind have an operational life of about 30 years. The power plant did go through upgrades, but is not considered an efficient plant. The San Francisco Public Utilities Commission (SFPUC) received approval from the California Energy Commission (CEC) for a license for SFERP. Since that approval, the SFPUC has been negotiating with the California Department of Water Resources for a power purchase agreement to secure

financing and working with a company called J Power to design and build the SFERP facility. Details about those negotiations could be found in the July 10, 2007 SFPUC meeting minutes.

Ms. Eng explained that environmental groups filed a petition with the Regional Water Quality Control Board (RWQCB) complaining about Mirant's continuing use of once through cooling at the Potrero Power Plant in violation of the federal Clean Water Act. The once-through cooling system causes significant, adverse impacts to the Bay's aquatic life. The RWQCB renewed Mirant's NPDES wastewater discharge permit allowing it to continue using once-through cooling, but the permit will expire on December 31, 2008. The Bay Area Air Quality Management District (BAAQMD) issued a Final Determination of Compliance for SFERP that is being challenged.

Ms. Nora Vargas, Executive Director, Latino Issues Forum, a statewide non-profit organization working on environmental issues that are impacting Latino communities across the state. Ms. Vargas explained that the Latino Issues Forum is working on energy issues with the California Public Utilities Commission (CPUC) and the California legislature and wants to make sure that the concerns and potential impacts of power generation facilities are adequately addressed. It was stated that it is critical to have an inclusive public process prior to moving forward with the development of new power generation facilities. Ms. Vargas stated that this process should include a proactive plan that engages the environmental communities that will be most impacted by this plan. It was recommended that there be a clear assessment of health facts and a thorough analysis of all of the alternatives that are going to be put forth. Ms. Vargas for the Latino Issues Forum asked the City of San Francisco to develop and implement a public comprehensive process prior to moving forward as they do not believe this has been done.

Commissioner Rodriguez Heyman asked what Ms. Vargas felt would be the ideal process. Ms. Vargas stated that many of the environmental justice groups should be brought together, and Potrero Hill residents should be kept abreast of what is going on through open forums for discussions. It was stated that meetings are public, but often times they are held when people are working and they don't have the information they need.

Public Comment of speakers speaking in opposition to the San Francisco Electric Reliability Project (SFERP) in the Potrero neighborhood: Orieyonna Q. Johnson; Renita Abram, Close it Coalition; Abram Gomez; Verla Williams; Joseph Bryant, Close it Coalition; Eddie Kittrell, Pharmc; Tauvaga Tui; Alan Bryant Jr.; Leesha Langlois; Dennis Lumsey. Speakers voiced opposition to locating the SFERP project in the Potrero Hill neighborhood citing concerns with health impacts to residents because of the proximity of the plant to residences and childcare centers. Speakers requested that community residents be given an opportunity to provide input into the SFPUC proceedings and voiced that they want the Mirant power plant closed and replaced with alternatives that would provide a cleaner source of energy. It was noted that many residents in the neighborhood have misguided information leading them to agree with the project and if facts were known, they would be opposed. A speaker had explained that a petition with 950 signatures in opposition to the project was available. It was also stated that these "peakers" would result in a citywide health and pollution issue for all neighborhoods, not only for Potrero Hill.

Commissioner Rodriguez Heyman requested (1) a definition of the term "peakers" (2) a perspective be provided on the statement that the current plant is outdated and inefficient and how that would compare to the proposed plant; and (3) an explanation of the process--have alternatives been considered and has outreach been done? Ms. Eng explained that she manages the Department of the Environment's Environmental Justice Program and participated in the state site certification proceedings mainly giving

support to the SFPUC to help develop mitigation and community benefits plan for the peakers. She is someone who has some familiarity with the project at the Department of the Environment, but the SFPUC is the lead agency given the responsibility to develop the outreach plan on this project. Ms. Eng stated public meetings were held in the community in the evening hours and approximately 40 public meetings were held on this project throughout many years. An outreach team at the SFPUC did direct mailings sending out public notices. While City agencies attempt to conduct effective outreach, it is difficult to reach everyone. The State and Air District have issued approval for the project, but the City has not yet approved the project. There will be a public meeting on this issue at City Hall. Ms. Eng explained that there has been a Potrero Power Plant Task Force meeting on a monthly basis for many years discussing this issue as their main meeting focus.

Ms. Eng explained that the Mirant Power Plant that was purchased ten years ago from PG&E has been running 24 hours a day, seven days a week, for forty years way past its useful operational life. The City's peaker plants will be operated to meet the City's peak needs in certain hours of the day, certain times of the year when we have loads or demand on electricity, and you can't import all of the electricity that we need. These peaker plants are designed to address those peak loads. They will be permitted to operate up to 12,000 hours a year. An evaluation has been completed by the state's air quality technical team that is projecting the City's peakers will actually operate less than the permitted level. There is documentation available on the results. The project will have emissions, and the City has to mitigate those emission impacts. It was stated that the City is proposing a fund of 1 million dollars as a community benefits package for this project that would involve devoting \$500,000 to tree planting and \$500,000 for asthma services. The SFPUC is taking the lead and required by the Air District to offset the emissions and to make sure the impacts are not significant. Ms. Eng explained that the stated goal for this project is to reduce pollution by using this project to retire Mirant's plant. The State Independent Systems Operator (CAISO) has the authority to determine how to dispatch power plants and how they should be run, and said they would not release Mirant's plant from the Reliability Must Run (RMR) agreements unless the City operates the CTs. The CAISO is dictating this as a condition for release of Mirant's RMR contracts.

Public Speaker stated that there is no guarantee that if these peakers are installed, that the Mirant power plant would be closed. Ms. Eng stated that he should speak to Mirant or SFPUC on this issue. Mirant representatives have said that when that RMR contract is released, and they get an affirmative statement from FERC, that they would stop running the Mirant plant. Public Speaker asked: How old are the peakers? Ms. Eng stated that the peakers have jet engines, combustion turbines. Public speaker stated that the peakers were purchased in 1998 so they had to be built prior to 1998, so they are probably 90's technologies--so 20th century technology, not 21st century technology. Director Blumenfeld asked what would happen if we didn't build the peakers and the NPDES permit was not granted? Ms. Eng stated that they could not operate. Director Blumenfeld stated that if you don't issue a permit for water, then it would close, we have no peakers, and what would happen? .

Director Blumenfeld stated that the goal of the Department is to improve the environment through all aspects to promote renewable and efficient energy and reduce greenhouse gas emissions. It was suggested that the Commission could write a letter to the SFPUC because of all the new information that was received today, and that the SFERP is an old technology that the permit was granted before transbay cable was put in place and before we knew how much solar power could be put in the City. The Department's duty is to explain our position and ask questions. The Precautionary Principle asks for early public participation and asks for an alternative analysis. This SFERP is one option on the table. What are the other options that are being seriously reviewed and how can we ensure that it is being reviewed

adequately? What amount of solar power or energy efficiency would close down the power plant? So the question is, how can we save the City money, close the Potrero Power Plant and satisfy the needs and legitimate health concerns of the public.

5. Department of the Environment School Education Program Update (Informational Report and Discussion).

Staff: Tamar Hurwitz, Environmental Education Manager

Ms. Tamar Hurwitz introduced Ms. Rachel Pomerantz, Environmental Education Coordinator and Eva Wong, Environmental Associate and presented an overview of the Department's school education program intended to promote environmental awareness in San Francisco's youngest citizens. Ms. Hurwitz reported that the School Education Program offers K-12 Environmental Programs taught to 15,000 students in public and private schools. Programs include:

- (1) Food to Flowers, an innovative lunchroom composting program that provides teaching methods, assemblies, free materials, Phoebe the Phoenix mascot, behavior modification, lesson plans, and student fact sheets. Food to Flowers is in 90 public and private schools and is funded by the Altamont Education Fund. The average diversion rate is 55%;
- (2) Water pollution prevention and conservation lessons. Sixty classroom presentations are provided each year with funding from SFPUC/BERM.
- (3) Promotion of school gardens—member of San Francisco Green Schoolyard Alliance;
- (4) Stop litter assemblies in partnership with the Department of Public Works,
- (5) The Department of the Environment are field trip sponsors, providing teacher workshops on environmental education and school awards ceremonies to honor excellence of environmental education in schools; and
- (6) Kids website and resource library on the Department of the Environment school education website.

6. Bayview Farmers Market Update (Informational Report and Discussion).

Staff: Sraddha Mehta, Environmental Justice Coordinator

Ms. Mehta reported that the market is in its third year of operation and is located at 3rd Street and Oakdale Avenue in the Bayview District across the street from the Bayview Opera House in the Mendel Plaza that is a nicely renovated plaza with benches and trees. The market opened on May 16, will run until October 31, and is open on Wednesday from 8:30 a.m. to 12:30 p.m. This year the market features produce from six different farms, two of which are located in San Francisco, Alemany Farms and Girls 2000 Double Rock Gardens. The two agencies are physically present at the market selling produce they grew at their own farms in San Francisco. Department staff, volunteers, and Girls 2000 staff represent the other four farms. Produce is picked up from the farmers at Civic Center Farmers Market and sold on their behalf. The market averages about 100 customers a week, mostly regulars that attend weekly.

Ms. Mehta explained that outreach is being done by City agencies, people in the neighborhood and representatives from the church, business, and public housing sectors. Coupons have been distributed as

an incentive through flyers. The San Francisco Chronicle featured the farmers market in their July 10 cover story regarding the United States farm bill (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2007/ChronicleArticleFarmersMarket.pdf>). It was stated that Literacy for Environmental Justice has held cooking demonstrations using produce from the market. On October 3, Mr. Bryant Terry, chef, food justice activist, and co-author of the book, Grub: Ideas for an Urban Organic Kitchen did a cooking demonstration and gave out recipe cards. There was entertainment for kids and live music and a few hundred people had attended that day. Schools attend the farmers market through field trips and there are activities planned for children.

Ms. Mehta reported that funding to run the market is from a \$280,000 USDA grant that is effective for three years. This is the first year of the grant, so there is still two more years of USDA funding to continue the market. Also, approximately \$1000 was received from an anonymous donor to fund cooking demonstrations and help with some of the local gardening work that is going on in Bayview and Alemany. The market receives support from interns and student volunteers that help set up the market weekly. Asian Neighborhood Design provided entertainment for October. The market has received a lot of promotional items from the state that includes nutritional education materials, t-shirts, colanders, etc. Ms. Mehta reported on a problem with the lunch coolers that contained lead and were recalled. There is an effort underway to try to get those back with some success. A meeting will be held with Girls 2000 and stakeholders at the end of the month to discuss the future of the market and plan for next year.

Item 8 was heard before Item 7.

7. Compostable Bag Outreach Report (Informational Report and Discussion).

Staff: Jack Macy, Commercial Recycling Coordinator

Mr. Macy reported that the Plastic Bag Reduction Ordinance passed in April 2007 would be effective on November 20, 2007 for 56 of the largest grocery stores in San Francisco and on May 20, 2008 for pharmacy chains of five stores or more. It was explained that at the checkout point of sale, stores can provide only a reusable bag that has to meet certain specifications, a certified compostable bag, or a recyclable paper bag that has to meet a higher recycled content that is 40% post consumer and 100% recyclable content. Mr. Macy stated that this effort has received a lot of press, has been coordinated with the California Grocer's Association, and a formal letter reminding stores of the ordinance, its requirements, and effective dates went out today. It was reported that Department staff has been in touch with many of the stores and bag vendors, and before this ordinance was passed, typical paper bags were 20 or 30% post consumer. Durabag has produced a higher standard bag that has been in use at a number of the stores, and a number of stores have stopped using plastic bags. Mr. Macy reported on progress made by grocery stores on their bag use and their plans in response to the ordinance. It was stated that some stores are holding back because of the higher prices for compostable bags, but prices may come down with a larger scale of production. A number of the stores targeted by the ordinance have already stopped providing plastic bags at checkout and are meeting all the ordinance requirements.

8. Department of the Environment's Financial Report through September 30, 2007 (Informational Report and Discussion). (Explanatory Document: Department First Quarter Budget Summary by Program FY 2007-08 (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2007/FinancialReport.PDF>).

Staff: Joseph Salem, Budget & Finance Support

Mr. Salem stated that the Department's first quarter budget summary of expenditures is attached to the packet (see explanatory document above). The budget is shown by program area and by fund. It was reported that the Department is doing great in terms of spending as the percent of the budget remaining versus the percent of the year remaining is on track. There are only two areas that more of a percentage of our budget remaining was spent than is remaining in the year, and those two areas are related to a move that caused front-loaded expenses. This figure will eventually average out and align with the percentage of the year left. Mr. Salem stated that encumbered funds are not included in what is actually spent because these funds can be modified, cancelled, or expended and would not be considered an expenditure until the actual item has been received or the service has been provided.

Commission Secretary Monica Fish reported on Ms. Wuerfel's public comments (1) requesting that the report provide subtotals for each of the budget columns within each division, and then provide a grand total for the year's budget, actuals, and encumbrances; and (2) determine the remaining balance as a combination of the "actual" and the "encumbrance" columns so that when comparing the amount of money left with the amount of fiscal year remaining, one should be able to clearly see the true amount of available funds yet to be disbursed.

9. **Information:** New Business/Future Agenda Items (Discussion). There was no new business or future agenda items discussed at this time.
10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
11. **Adjournment.** The Operations Committee meeting adjourned at 5:20 p.m.

Monica Fish, Commission Secretary
TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee Meeting is scheduled for Wednesday, January 16, 2008 at 4:00 p.m.

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=61007, (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at Monica.Fish@sfgov.org.*

Monica Fish, Commission Secretary
TEL: (415) 355-3709
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Approved:

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

***RESCHEDULED MEETING
APPROVED MINUTES**

**Tuesday, October 16, 2007, 4:00 P.M.
Department of the Environment
11 Grove Street, Eco Center
San Francisco, CA 94102**

DOCUMENTS DEPT.

APR 17 2008

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*The Wednesday, October 17, 2007, 4:00 p.m. meeting was rescheduled to Tuesday, October 16, 2007 at 4:00 p.m.

COMMITTEE MEMBERS: Commissioners Alan Mok (Chair); Paul Pelosi Jr. and Darian Rodriguez Heyman

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Staff: Tamar Hurwitz, Environmental Education Manager

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6. Bayview Farmers Market Update (Informational Report and Discussion).

Staff: Sraddha Mehta, Environmental Justice Coordinator

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7. Compostable Bag Outreach Report (Informational Report and Discussion).

Staff: Jack Macy, Commercial Recycling Coordinator

Mr. Macy reported that the Plastic Bag Reduction Ordinance passed in April 2007 would be effective on November 20, 2007 for 56 of the largest grocery stores in San Francisco and on May 20, 2008 for pharmacy chains of five stores or more. It was explained that at the checkout point of sale, stores can provide only a reusable bag that has to meet certain specifications, a certified compostable bag, or a recyclable paper bag that has to meet a higher recycled content that is 40% post consumer and 100% recyclable content. Mr. Macy stated that this effort has received a lot of press, has been coordinated with the California Grocer's Association, and a formal letter reminding stores of the ordinance, its requirements, and effective dates went out today. It was reported that Department staff has been in touch with many of the stores and bag vendors, and before this ordinance was passed, typical paper bags were 20 or 30% post consumer. Durabag has produced a higher standard bag that has been in use at a number of the stores, and a number of stores have stopped using plastic bags. Mr. Macy reported on progress made by grocery stores on their bag use and their plans in response to the ordinance. It was stated that some stores are holding back because of the higher prices for compostable bags, but prices may come down with a larger scale of production. A number of the stores targeted by the ordinance have already stopped providing plastic bags at checkout and are meeting all the ordinance requirements.

8. Department of the Environment's Financial Report through September 30, 2007 (Informational Report and Discussion). (Explanatory Document: Department First Quarter Budget Summary by Program FY 2007-08 (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2007/FinancialReport.PDF>).

Staff: Joseph Salem, Budget & Finance Support

Mr. Salem stated that the Department's first quarter budget summary of expenditures is attached to the packet (see explanatory document above). The budget is shown by program area and by fund. It was reported that the Department is doing great in terms of spending as the percent of the budget remaining versus the percent of the year remaining is on track. There are only two areas that more of a percentage of our budget remaining was spent than is remaining in the year, and those two areas are related to a move that caused front-loaded expenses. This figure will eventually average out and align with the percentage of the year left. Mr. Salem stated that encumbered funds are not included in what is actually spent because these funds can be modified, cancelled, or expended and would not be considered an expenditure until the actual item has been received or the service has been provided.

Commission Secretary Monica Fish reported on Ms. Wuerfel's public comments (1) requesting that the report provide subtotals for each of the budget columns within each division, and then provide a grand total for the year's budget, actuals, and encumbrances; and (2) determine the remaining balance as a combination of the "actual" and the "encumbrance" columns so that when comparing the amount of money left with the amount of fiscal year remaining, one should be able to clearly see the true amount of available funds yet to be disbursed.

9. **Information:** New Business/Future Agenda Items (Discussion). There was no new business or future agenda items discussed at this time.
10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
11. **Adjournment.** The Operations Committee meeting adjourned at 5:20 p.m.

Monica Fish, Commission Secretary
TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee Meeting is scheduled for Wednesday, January 16, 2008 at 4:00 p.m.

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=61007, (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at Monica.Fish@sfgov.org.*

Monica Fish, Commission Secretary
TEL: (415) 355-3709
FAX: (415) 554-6393

Approved: April 16, 2008

CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE

01-10-08 P04-75 RCYD

NOTICE OF REGULAR MEETING AND AGENDA DOCUMENTS DEPT.

Wednesday, January 16, 2008, 4:00 P.M.

Department of the Environment Eco-Center

11 Grove Street

San Francisco, CA 94102

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COMMITTEE MEMBERS: Commissioners Alan Mok (Chair), Darian Rodriguez Heyman and Paul Pelosi, Jr.

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the October 16, 2007 Operations Committee Rescheduled Meeting** (Explanatory Document: Draft Minutes of the October 16, 2007 Meeting (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=69984) (Discussion and Action).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Department of the Environment's Fiscal-Year 2008-2009 Draft Budget** (Informational Presentation and Action). The Committee will vote on approving the Draft Budget for presentation to and action by the full Commission (Explanatory Document: Fiscal Year 2008-09 Draft Budget) Staff: Joseph Salem, Budget Manager
5. **New Business/Future Agenda Items** (Discussion).
6. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
7. **Adjournment**

Monica Fish, Commission Secretary

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Public Comment

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1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

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Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sof@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2nd Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Important Information

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NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above.

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CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE

NOTICE OF CANCELLED MEETING

Wednesday, January 16, 2008, 4:00 P.M.

11 Grove Street, Eco-Center
San Francisco, CA 94102

The Wednesday, January 16, 2008, 4:00 p.m. regularly scheduled meeting of the Commission on the Environment's Operations Committee has been **CANCELLED** due to a lack of quorum. The next regular meeting is **scheduled for Wednesday, April 16, 2008 at 4:00 p.m. at 11 Grove Street, Eco-Center, San Francisco, CA .** An agenda will be provided 72 hours prior to the meeting. Please contact the Department of the Environment Commission Secretary, Monica Fish, at 415-355-3709 or Monica.Fish@sfgov.org if you would like to be placed on the agenda list. An agenda may also be accessed on the website at http://sfgov.org/site/sfenvironment_meeting.asp?id=61007.

Posted: January 15, 2008

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CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE

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NOTICE OF REGULAR MEETING AND AGENDA

Wednesday, April 16, 2008, 4:00 P.M.

Department of the Environment Eco-Center

11 Grove Street

San Francisco, CA 94102

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COMMITTEE MEMBERS: Commissioners Darian Rodriguez Heyman (Chair), Paul Pelosi, Jr., and Matt Tuchow

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. Call to Order and Roll Call.
2. Approval of Minutes of the October 16, 2007 Operations Committee Rescheduled Meeting (Explanatory Document: Draft Minutes of the October 16, 2007 Meeting (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=69984) (Discussion and Action).
3. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. Update on the Department of the Environment's Budget Submitted to the Mayor's Office for Fiscal Year 2008-2009 and Fiscal Updates (Informational Presentation) (Explanatory Document: Fiscal Year 2008-09 Budget).
Staff: Joseph Salem, Budget Manager
5. New Business/Future Agenda Items (Discussion).
6. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
7. Adjournment

Monica Fish, Commission Secretary
TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee meeting is scheduled for Wednesday, July 16, 2008 at 4:00 p.m.

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Posted:

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**REGULAR MEETING
DRAFT MINUTES**

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**Wednesday, April 16, 2008, 4:00 P.M.
Department of the Environment
11 Grove Street, Eco Center
San Francisco, CA 94102**

COMMITTEE MEMBERS: Commissioners Rodriguez Heyman (Chair); Paul Pelosi Jr. and Matt Tuchow

ORDER OF BUSINESS

1. **Call to Order and Roll Call.** The Operations Committee meeting was called to order at 4:07 p.m.
Present: Chair Rodriguez Heyman and Commissioner Tuchow; Excused: Commissioner Pelosi Jr.
2. **Approval of Minutes of the October 16, 2007 Operations Committee Rescheduled Meeting**
(Discussion and Action). Upon Motion by Chair Rodriguez Heyman and second by Commissioner Tuchow, the October 16, 2007 Meeting Minutes were approved without objection (Absent: Commissioner Pelosi Jr.)
(Explanatory Document: Approved Minutes of the October 16, 2007 Meeting (HTML)
http://sfgov.org/site/sfenvironment_page.asp?id=69984).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. Ms. Ora Thornton inquired how the Department of the Environment is affiliated with Literacy for Environmental Justice. Ms. Anne Eng, Environmental Justice Program Manager reported that the Department has collaborated with Literacy for Environmental Justice on various services and projects, and that a grant had been awarded to the organization several years ago for the construction, planning, and design of the Living Classroom at Herons Head Park.
4. **Update on the Department of the Environment's Budget Submitted to the Mayor's Office for Fiscal Year 2008-2009 and Fiscal Updates** (Informational Presentation) (Explanatory Document: Fiscal Year 2008-09 Budget (PDF)
<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/BudgetOperationsCommittee041608.pdf>). Deputy Director David Assmann distributed budget documents that include: (1) the first page of the Department of the Environment's submitted budget as approved by the Commission on the Environment in January; and (2) the back of the first page which includes the proposed budget as it stands now. It was explained that revisions had been made since the time the budget was approved by the Commission because it was approved a month before submission to the Mayor's Office. It was indicated that the budget would be revised again as it goes through the Mayors Office and Board of Supervisors approval process.

Deputy Director Assmann reported that the budget submitted in January included a 10% overall reduction versus the 21% budget reduction that is now proposed. It was explained that the bulk of the change is a result of the PG&E Energy Watch program grants budget for energy efficiency work which had been double-budgeted in the personal services category in the original document. Deputy Director Assmann

indicated that this would have no practical impact of what could be spent, but dramatically changes the budget numbers. It was explained that the Energy Watch program ends in December 2008, but it is fully expected that a new project would be received in January 2009, which is not reflected in this budget as agreements have not yet been reached. So it appears that the budget has been reduced by 21% but when the new project is approved, the energy budget will be approximately the same as last year's budget. It was reported that PG&E grants are in two or three-year cycles and don't match the fiscal year. The Department is now negotiating with PG&E for a three-year extension, which may be as much as \$18 million to do energy efficiency work (replacing lightbulbs and refrigeration, looking at heating systems, etc.) primarily with small-medium size businesses, apartments, and other residential. It was explained that the Department hired contractors on the first project to retrofit lighting for 4000 small businesses. Deputy Director Assmann reported that the Department pays for a certain percentage of cost which varies depending on the type of project. Businesses have a one year pay-back schedule to the Department, and after that time they would be seeing cost savings energy-wise. It was stated that the first program was for \$12 million over a three year period and was specific to small businesses and that the next three year project would be looking at large businesses as well.

Deputy Director Assmann stated that Department of the Environment staff member Ann Kelly would make a future presentation on the Energy Watch program and provide detail on what the kilowatt hour savings and targets are per month. It was explained that part of the funding comes in the form of incentives in that those targets have to be reached in order to receive funding. There are two contractors that work on this project and everything has to be monitored and reported. Ms. Anne Eng, Environmental Justice Program Manager reported that the source of funding for the Energy Watch program is from the public's goods charge for efficiency work, and the department has to achieve certain megawatt targets to receive that funding. Deputy Director Assmann explained that San Francisco was one of the first governments to participate in an energy efficiency program funded with that money, that there are many more governments being funded at this time, and hopefully will be a good model throughout the state. It was explained that it had been a struggle to have the California Public Utilities Commission (CPUC) allocate money not just to utilities, but to partnership projects.

Deputy Director Assmann provided a description of the differences in each budget category from the approved budget to what is now proposed (see Explanatory Document (pdf) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/BudgetOperationsCommittee041608.pdf>). It was explained that the 2008-09 budget that is being submitted now is slightly over \$12 million as opposed to \$15,564,455 in the previous fiscal year. Commissioner Rodriguez Heyman inquired whether funding is available for municipal projects. Deputy Director Assmann explained that municipal projects fall under the Public Utilities Commission's (PUC's) jurisdiction, and that the Department handles residential commercial. It was stated that the PUC does have funding through the Mayor's Energy Conservation account for renewables and efficiency work.

Chair Rodriguez Heyman asked Deputy Director Assmann to provide a report for the next meeting on what was actually lost in the budget approval process notwithstanding the Energy Watch double-counting. Deputy Director Assmann reported that by the next Operations Committee meeting in July, there would be an approved budget. It was explained that there would be additional cuts as the Department goes through a budget analyst process first with the Mayor's Office, where there are rarely any cuts, then with the Board of Supervisors where there would be budget cuts. Chair Rodriguez Heyman asked what the Commissioners could do to protect the budget and to encourage as few budget cuts as possible. Deputy Director Assmann explained that as the Department tries to reach an agreement with the Budget Analyst's

Office before it goes to the Board of Supervisors. If an agreement is not reached, your case has to be argued with the Board of Supervisors, and it would be useful to attend the actual hearing on May 21 when decisions are actually made. Commissioner Tuchow asked for a report on the difference between what was requested, what was approved, and the differences. Deputy Director Assmann stated that he would structure the report by what was presented to the Commission in January, the final budget by program area, and an explanation of differences. Ms. Anne Eng recommended that the budget be discussed at the April 29 Commission meeting so the Commission knows what the budget looks like going into the Board process. Chair Rodriguez Heyman suggested that a report be made on what was originally proposed, revisions made, and to emphasize where the Commission can help. Chair Rodriguez Heyman also provided a formatting suggestion requesting that overall numbers be placed on the back of the sheet, and the front pages to contain a focus on what has changed.

Deputy Director Assmann explained that the budget may increase as grants are received that do not show up in the current budget document, so the budget may actually be higher this fiscal year than last fiscal year. It was reported that anything that comes in now no longer shows up in the Department's budget because it goes through a separate approval process, and anything that was approved last year that was carried forward to this year does not show up as well. Chair Rodriguez Heyman asked for an additional report to factor in additional grants that are not shown in the budget. Deputy Director Assmann and Commissioners noticed that there were discrepancies in the budget document that Deputy Director Assmann would review and correct.

Ms. Eng explained that the City's \$300 million budget deficit does not affect the Department as significantly as general fund agencies. Deputy Director Assmann explained that the Department receives a large portion of their funding from other City departments that pays for work that is being done by the Department, such as the commuter benefits program, energy programs, integrated pest management work, and urban forest work, etc. Commissioner Tuchow asked about the urban forestry work the department is engaged in. Ms. Eng reported that there is a Department of Environment staff person that provides support to the Urban Forestry Council that coordinates all of the city's activity related to urban forestry; e.g., provides training, organizes pruning workshops for city and non-city staff, and a number of other services and activities. The position is primarily to support interagency multifaceted efforts to coordinate the city's urban forestry services.

Deputy Director Assmann explained that the seven largest using pesticide departments provide funding for part of a person's staff time to coordinate a technical advisory group that is working on reducing the use of pesticides. A conference is held once a year, trainings are scheduled with individual departments, a consultant is available to help research and implement integrated pest management practices. It was reported that the Department of Building Inspection (DBI) provides funding to the Department to administer the construction and demolition debris ordinance that requires contractors to recycle the debris that they use. In addition, funding is received from the PUC and DBI for green building work that includes allocating a staff person to work with DBI staff members to help facilitate green building.

Commissioner Tuchow asked whether the PUC programs are different than the Energy Watch program. Deputy Director Assmann reported that Energy Watch focuses completely on energy efficiency, and the funding received from the PUC focuses mostly on renewables, solar work, tidal, wave, wind, and climate work. Commissioner Tuchow inquired about the status of tidal and wave projects. Deputy Director Assmann reported that a pilot had been done on tidal to look at the potential under the Golden Gate Bridge. It was stated that wave is still in its preliminary stage and years away from large scale operations. It

was indicated that tidal is closer but is expensive, and if cost can be reduced, it will become more viable. It was explained that energy costs would have to increase dramatically for tidal to become cost competitive. Deputy Director Assmann reported that outside grant funding had been received from private foundations to do preliminary studies on tidal and wave potential.

Commissioner Tuchow inquired about the definition of Impound Accounts. Deputy Director Assmann explained that Impound Accounts is money that is received by the Department from garbage rates and is set aside primarily for toxics and recycling reduction and a smaller portion for green building and environmental justice work. It was reported that the Impound Account is allocated to waste-related projects, for anything that you can do to keep things out of the landfill, to reduce the toxicity of the landfill, and reduce the amount of waste that is produced. The Impound account is also used to pay for any regulatory fees and special landfill fees. It was explained that Norcal collects rate money from ratepayers, businesses and individuals. A fixed amount that is approved in the rate setting process is put into the Impound Account and is used for purposes that also include funding that DPW receives for work they do related to waste reduction and recycling. It was explained that the garbage rate-setting hearings are held on average every five years to set the amount that goes into the Impound Account, and the rate schedule is going into the third of the five years. Chair Rodriguez Heyman stated that the Impound Account provides the Department with slightly more than half of its budget.

Public Comment: Ms. Ora Thornton asked for a definition of non-personal services. Deputy Director Assmann explained that 90% of non-personal services is for professional services; e.g., if the Department hires a contractor to do energy installations, or if somebody is hired to do outreach work, or for a green building consultant. Contractors are hired through a Request for Proposal (RFP) process, and a firm is hired to do consulting work. It was explained that there are a few other things in the category, but 90% of non-personal services is dedicated to professional services.

5. **New Business/Future Agenda Items** (Discussion). Chair Rodriguez Heyman discussed protocol for determining future Operations Committee agenda items and it was agreed that a conference call would be set up between the Deputy Director and the Commission Secretary for scheduling of future agenda items. Chair Rodriguez Heyman requested (1) that the Director's report include a feature on top that highlights challenges and some of the areas where the Department can use the Commission's help; and (2) for the Director to report either through the Senior Management Assistant or the Commission Secretary on what potential legislative actions the Commission can take or endorse that would have an impact.

Future agenda item requests included: (1) Energy Watch presentation—Director Blumenfeld reported that an informational report would be heard at the Commission's April 29 meeting; (2) process for making recommendations for Commission membership nominations; (3) update on Green Collar jobs for the April 29 Commission meeting; (4) update on solar financing legislation and the forum between Berkeley and San Francisco and how the Commission can help—April or May meeting; (5) Operations Committee start time be changed from 4:00 p.m. to 5:00 p.m. Commission Secretary Fish indicated it would require a Bylaws Amendment that the Commission would consider and vote on at their April 29 meeting; (6) an informational presentation and Commission's endorsement of "The Big One" a sustainability festival to be held in Golden Gate Park; and (7) a more detailed Policy Committee report on the discussion of the proposed aerial spraying of the light brown apple moth—April meeting.

Deputy Director Assmann reported that the Board of Supervisors voted unanimously against the spraying at their April 15th meeting. The State of California has decided to do the spraying this summer, and the

Governor's opposition would be the only way to overrule the decision. Commissioner Tuchow asked how it is decided which Policy Committee topics would be brought forward to the Commission. Deputy Director Assmann reported that Policy Committee agenda items may include a hearing and discussion which is not always forwarded to the Commission, and other agenda items may include a Resolution that is approved for recommendation to the Commission for discussion and a vote. It is based on whether it is an action item or not, and if it is discussion it may or may not get forwarded to the Commission.

Deputy Director Assmann reported that legislation moves forward on a state and local level and a lot of work should be done on both these fronts. It was explained that state legislation happens in a short amount of time and that the Department does not have as much control over state initiatives and bills as they do over local legislation. Deputy Director Assmann stated that it would be useful for the Commission to lobby bills that the Department supports. Commissioner Tuchow asked about the process the Department uses to work on and/or support legislation. Deputy Director Assmann explained that anything that the Department wants to get involved in at a state level has to be sanctioned by the Mayor's Legislative Committee. It was reported that the Department puts together a legislative plan every year that is submitted to the Mayors Office first, then to the Legislative Committee for approval. Then if a bill comes up on a topic, the Department can write letters of support. If the Board of Supervisors has already passed a resolution or a concept, the Department would be able to support it. Deputy Director Assmann reported that there are bills on the federal level that have huge implications and could potentially be beneficial or detrimental, but the Department is not as active on a federal level.

Chair Heyman recommended that the Operations Committee discuss a mechanism for Commissioners to become involved in and more supportive of the Department's work that would further its mission; e.g., whether it is through a formal agenda item or something that is included in the Director's Report. Commission Secretary Monica Fish reported that the Deputy City Attorney had previously created a legislative status report that was sent out to the Commission as part of the Secretary's Report and would request that this report once again be made available to Commissioners.

Chair Rodriguez Heyman asked for an update on the proposed installation of the combustion turbine peaker plant in the Potrero Hill neighborhood. A brief overview was provided on the Operations Committee's October meeting where many community members asked the Department to encourage that new technologies be reviewed and had expressed their outrage that there was not a guarantee that the power plant would be shut down once the new one is commissioned and that it is being built using fossil fuels. It was explained that one component of the project is to conduct health outreach and asthma research which may indicate that it would cause health issues. Ms. Eng reported that the Board of Supervisors at their April 15 meeting considered two Resolutions one to support an independent analysis of the project and the other to support a fiscal feasibility study. The two Resolutions were referred back to the Board of Supervisors Land Use Committee. Commissioner Tuchow asked whether recycling technology to generate energy was being considered instead of fossil fuel. Chair Heyman explained that it is a PUC project, not the Department's, so the Department is not in the driver's seat; but a channel for the community's voice. It was explained that the plan was crafted six years ago based on technology at the time, and now there are other options to consider.

6. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

7. Adjournment. The Operations Committee meeting adjourned at 5:17 p.m.

Monica Fish, Commission Secretary

TEL: (415) 355-3709; FAX: (415) 554-6393

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=61007, (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at Monica.Fish@sfgov.org.*

Monica Fish, Commission Secretary

TEL: (415) 355-3709

FAX: (415) 554-6393

Approved:

**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

07-10-08P01:13 RCVD

NOTICE OF REGULAR MEETING AND AGENDA
Wednesday, July 16, 2008, 5:00 P.M.
Department of the Environment Eco-Center
11 Grove Street
San Francisco, CA 94102

DOCUMENTS DEPT.

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COMMITTEE MEMBERS: Commissioners Darian Rodriguez Heyman (Chair), Paul Pelosi, Jr., and Matt Tuchow

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the April 16, 2008 Operations Committee Meeting.** (Explanatory Document: Draft Minutes of the April 16, 2008 Meeting) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **The New Eco Center at the Department of the Environment.** (Informational Presentation and Discussion) SPEAKER: Shawn Rosenmoss, Fundraising Coordinator
5. **Process Review for Future Grant-making.** (Informational Report and Discussion) SPEAKERS: Anne Eng, Environmental Justice Program Manager and Recycling Program Staff
6. **Department of the Environment FY 2008-09 Budget Update.** (Informational Report and Discussion) SPEAKER: Joseph Salem, Department Budget Manager
7. **New Business/Future Agenda Items.** (Discussion)
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

Monica Fish, Commission Secretary
TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee meeting is scheduled for Wednesday, October 15, 2008 at 5:00 p.m.

** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website, (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at Monica.Fish@sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link as links to the agenda or meeting minutes (by item).

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2nd Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE

REGULAR MEETING
DRAFT MINUTES

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draft
Wednesday, July 16, 2008, 5:00 P.M.

Department of the Environment
11 Grove Street, Eco Center
San Francisco, CA 94102

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COMMITTEE MEMBERS: Commissioners Rodriguez Heyman (Chair); Paul Pelosi Jr. and Matt Tuchow

ORDER OF BUSINESS

1. **Call to Order and Roll Call.** The Operations Committee meeting was called to order at 5:07 p.m.
Present: Chair Rodriguez Heyman and Commissioner Tuchow; Excused: Commissioner Pelosi Jr.
2. **Approval of Minutes of the April 16, 2008 Operations Committee Meeting.** (Discussion and Action)
Upon Motion by Chair Rodriguez Heyman and second by Commissioner Tuchow the April 16, 2008 Meeting Minutes were approved without objection (Absent: Commissioner Pelosi Jr.) (Explanatory Document: Approved Minutes).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
4. **The New Eco Center at the Department of the Environment.** (Explanatory Documents: (1) New Eco Center Drawings; (2) 072208 New Eco Center Drawing 2 and (3) Layouts) (Informational Presentation and Discussion) SPEAKER: Shawn Rosenmoss, Fundraising Coordinator

Ms. Rosenmoss discussed the Department of the Environment's vision for an Eco Center at 25 Van Ness when it was thought the Department would be moving to that location, and how a similar vision was applied to 11 Grove Street, since the move was cancelled. Ms. Rosenmoss discussed creating a much better community space Eco Center that would reflect the Department's current work and vision. It was explained that the designer, Mr. Tim McNeil, has surveyed staff for their ideas and incorporated feedback into the renovation plan. A handout was distributed "EcoCenter Renovation Goals and Vision" that describes the EcoCenter vision, summary of main goals, preliminary design recommendations, and green goals for fabrication and build-out.

Ms. Rosenmoss presented and described floor plan drawings (see explanatory documents above) that show preliminary design recommendations; e.g., better signage, learning displays, reception desk relocation, conference room design, access to Department website, bike storage area and other elements described in the handout. It was explained that the designer would be presenting final drawings next week. Asian Neighborhood Design, a non-profit community based organization, has been selected through a competitive process to receive grant funds, and the deconstruction, construction and renovation of the new space may be one of the green building projects they work on.

Ms. Rosenmoss discussed programming efforts with community-based organizations to showcase their work at the Department and as a way to attract more people to the Eco Center; e.g., the St. Vincent De Paul fashion show display, Trash Mash-Up, a community group that works with kids to create art out of garbage, and others. Additional event planning includes holding a speaker and film series and a walking exhibit between the Eco Center, Arts Commission, Library and City Hall to give people an understanding of City and Department activities and help them become better environmental stewards. Plans to tie in Department events with City art galleries that are open to the public on the first Thursday of the month had also been discussed. Commissioner Tuchow inquired about current plans for holding a film and speaker series as a way to draw the public in. Ms. Rosenmoss discussed coordination of the Department's brown bag series and showing evening films as a way to tie into other City exhibits and activities and asked Commissioners to send their ideas for speakers to Ms. Sun.

Chair Rodriguez Heyman inquired about marketing and promotion of Department activities. Ms. Rosenmoss discussed attracting more attention to City activities through posting of signage/banners outside of the building. Chair Rodriguez Heyman suggested placing signage in front of the building listing Department activities and inviting people in to view exhibits. Commissioner Tuchow suggested using a certain programming method that may not have a strong environmental emphasis that would attract non-environmentalists and potentially cause them to acquire an environmental interest. Ms. Rosenmoss discussed the World Environment student art exhibit that brought many parents into the Eco Center that would otherwise not have attended. Ms. Rosenmoss explained that the Department of Children, Youth and their Families (DCYF) have incorporated the Department as a reference in their newsletter. It was explained that the Department is also trying to tie their activities into larger events such as DCYF's "Family Appreciation Day", where museums were open to the public for free on a Sunday and the Department was also open to the public and 75 people had stopped by.

Chair Rodriguez Heyman asked who would be in charge of exhibits and keeping the content fresh. Ms. Rosenmoss stated that she is working on this effort at this time. Chair Rodriguez Heyman inquired about the project timeline. Ms. Rosenmoss stated that she would be meeting with Asian Neighborhood Design and specification design contractors in the next week or two, and the projected completion date would be in November or December. Chair Rodriguez Heyman asked to keep the Commissioners informed of the "grand opening."

5. Process Review for Future Grant-making. (Informational Report and Discussion) **SPEAKERS:** Anne Eng, Environmental Justice Program Manager and Alexa Kielty, Residential and Special Projects Recycling Assistant

Ms. Eng introduced Mr. Jerry Bernstein, City College Evans Street Campus, who had applied for a United States Environmental Protection Agency (USEPA) grant to develop a biodiesel training curriculum working with a team of technical consultants. It was explained that the Department of the Environment is a subcontractor administering the training in the environmental justice community.

Ms. Eng presented Committee members with a handout that provides an overview of the Department's Environmental Justice, Zero Waste, and Used Motor Oil Recycling grant programs and the solicitation and evaluation process 071608 SFE Grant Programs Overview and Process. Ms. Eng reported that she had appeared before the Commission in April 2008 seeking approval of environmental justice grants for Fiscal Years 2008-10. A request was made at that meeting for the grant review process to be heard before this

Committee so that the Commission could understand how grant proposals are reviewed, ranked, and to hear suggestions.

Ms. Eng explained that she manages the Environmental Justice grant that is a dedicated fund to address environmental and energy concerns in the Bayview and Potrero neighborhoods. Ms. Eng reported that Request for Proposals (RFP's) are issued every year, that an announcement is distributed to private organizations, local residents and City agencies, and Department staff conducts a workshop called a bidders conference to answer questions about the RFP. It was explained that beginning in Fiscal Year 2006-07, in response to an extensive audit conducted by the Controller's Office, the RFP and grant evaluation process for the three program areas were combined into a single, standardized RFP. Ms. Rosenmoss explained that she had worked on consolidating the grant process and based it on experience working with other city departments and other foundations.

Chair Rodriguez Heyman explained that Commissioner King had expressed his concern at the April Commission meeting that Commissioners were not given the opportunity to become more involved in the grant process and were basically asked to "rubber stamp" their approval based on staff's recommendations. It was stated that the concern was not with revamping the grant process or that inappropriate grantees were approved, but that Commissioners were not given a choice to participate in grant review or have access to the process. Chair Rodriguez Heyman requested that a process be added that would not be too cumbersome for staff that would give Commissioners a choice whether to become engaged in the process and be more fully informed before grants are approved. Additionally, it was requested that grantees be present at the Commission meeting when grants are voted on in order to answer questions.

Ms. Eng stated that within 24-48 hours of receipt of a full set of proposals, a list is provided to Commissioners, grant staff, and the City Attorney's Office of groups that are applying. Also, Commissioners are advised of upcoming RFP's and given an opportunity for discussion before issuance. It was explained that in previous years, Commissioners have served on evaluation panels and have interviewed grant applicants and read proposals. Ms. Kielty advised that Commissioner Gravanis had participated and read all grant applications in the past. It was explained that there is a significant amount of time (approximately 40-50 hours) involved in reading and scoring grant applications, and it would not be effective to have to wait for long periods of time for an evaluation to be completed. Ms. Kielty questioned whether Commissioners had the required amount of time available to them to review grant applications. Chair Rodriguez Heyman recommended that expectations and responsibilities of serving on the panel be clearly stated. Deputy Director Assmann explained that no more than two Commissioners can legally serve on a panel because of quorum issues. Chair Rodriguez Heyman suggested that part of the process should be to invite Commissioners to serve on the panel, which Ms. Eng agreed could be accomplished.

Chair Rodriguez Heyman suggested that (1) once responses to an RFP are received and before the meeting for approval, that Commissioners should receive an email listing the proposals received from which organizations instead of the actual proposals and be asked if they are interested in reviewing any or all of the proposals; (2) potential grantees be asked to appear at the Commission meeting to answer questions; and (3) that a standard process be developed to invite Commissioners to participate in the grant evaluation process. Commissioner Tuchow suggested (1) holding a separate meeting before the approval meeting telling the Commissioners about the numerical ranking for all of the proposals and how choices are made; and (2) staff providing a high-level report for those Commissioners not reviewing proposals at the separate meeting. Ms. Eng explained that at this time, a report is provided to Commissioners at least

three days before the approval meeting. Deputy Director Assmann explained that the Commission has to approve the proposals so it would be appropriate to provide a list and short description of the strongest grant proposals that are under consideration for funding two months before the approval meeting; however, it would not be appropriate to communicate with individual grantees during the process other than at the Commission meeting. Ms. Rosenmoss stated that staff is required to provide a signature that they can't talk about proposals except in the panel and asked whether Commissioners would be required to do the same. Ms. Kielty asked whether a report should be provided on all proposals or just the ones being approved. Chair Rodriguez requested that a report be provided on the grants approved and a list of the ones that were not approved.

Chair Rodriguez Heyman requested that staff debrief offline and present additional ideas on amending the grant making process to address the Commission's concerns about being more informed and provide a staff proposal at the September Commission meeting.

6. Department of the Environment FY 2008-09 Budget Update. (Informational Report and Discussion)
SPEAKER: Joseph Salem, Department Budget Manager

Deputy Director Assmann reported that the handout provided 071608 SFE Submitted Budget FY 2008-09 lists budget information submitted for approval to the Board of Supervisors with two sets of figures (1) a departmental summary and (2) summary of program areas. It was explained that the budget is approved through an annual budget process that consists of a budget hearing before the Board of Supervisors Budget Committee and then hearings by the full Board that approves funding for the year. The Budget Committee had cut the Department budget by \$200,000, and the full Board rarely recommends additional changes, but it does happen. Deputy Director Assmann explained that between annual budget processes, the Department receives grants and goes to the Board of Supervisors separately for approval. Those grants are listed in the budget document (explanatory document above) as "Grants Previously Approved." It was explained that the discrepancy in the budget sheets presented at the last Operations Committee was because the totals for the "Grants Previously Approved" column was included in one summary, but not the other.

Deputy Director Assmann described the first page of the departmental summary that shows the total Department budget expenses, grants approved, grants previously approved, general accounts, impound accounts, and Department revenue. Each section lists the differences between Fiscal Year 2007-08 and Fiscal Year 2008-09. It was explained that the grant budget went down 63% because there is a large three-year grant that is ending this fiscal year, but it is expected that the grant will be renewed at a later time in the fiscal year. Deputy Director Assmann explained that numbers change depending on the timing of when grants are received.

Deputy Director Assmann reported that the second and third pages of the explanatory document shows funding by program areas and differences in funding between the two fiscal years. It was explained that the Administration 7% difference is because the Mayor's Office and the Budget Office has apportioned more cost to other departments; e.g., costs for computer network and hookup increased by 50%; costs for Human Rights Commission increased by 100%. The Energy program area went down by 59% because of the Energy Watch grant that expires mid-fiscal year, but it is expected that a new grant would be in place that would come in mid-year, and the budget would then go up in that area. Urban Forest went down because one of the departments (Planning) that supported the Council last year did not support it this year.

Deputy Director Assmann reported that the budget shows grant money in the fiscal year that it is actually spent; e.g., if a grant is received in January 2008 and not spent until Fiscal Year 2008-09, it would show up in the 2008-09 columns. Chair Rodriguez Heyman asked whether there is a chance that the overall budget would be more than what is approved. Deputy Director Assmann stated it would depend on what is received from the Energy Watch Program. Chair Rodriguez Heyman asked about the difference between the grants column and grants previously approved. Deputy Director Assmann explained that the grants column reflects outside grants that the Department knows about when the budget is submitted; e.g., a grant allocated over the next three fiscal years. The grants previously approved column reflects grants that are not approved at the time the budget was created.

Deputy Director Assmann stated that he would provide updates at each Operations Committee meeting on quarterly expenditures and on grants that are updated monthly. It was reported that the Board of Supervisors would be hearing the Department budget for final approval on July 26.

Public Comment: Mr. Bernstein asked who the Energy Watch grant is from. Deputy Director Assmann reported that it is money from the public goods charge and comes in through an agreement with PG&E.

7. **New Business/Future Agenda Items.** (Discussion). Chair Rodriguez Heyman asked for a future agenda item to discuss the process for adding additional Commissioners. Deputy Director Assmann stated that he would be holding a discussion with Mr. Jason Chan who is the Mayor's Liaison to Commissions and would provide a report at the next Operations Committee meeting. Chair Rodriguez Heyman asked that the full Commission hear an update on solar incentives and the peaker plant issue. Ms. Fish indicated that the solar financing incentives is scheduled for the July 22 Commission meeting, and that a date has not yet been set to provide an update on the peaker plant. Ms. Eng reported that she would be providing an informational report to the Policy Committee on Monday, July 21 to discuss green collar jobs. Chair Rodriguez Heyman inquired about Commissioners attending Policy Committee meetings as it relates to quorum issues. Ms. Fish reported that Commissioners could attend the meeting but not in the capacity of a Commission member. Deputy Director Assmann indicated that oftentimes Policy Committee agenda items are forwarded to the full Commission.
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
9. **Adjournment.** The Operations Committee meeting adjourned at 6:20 p.m.

Monica Fish, Commission Secretary
TEL: (415) 355-3709; FAX: (415) 554-6393

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=61007, (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at Monica.Fish@sfgov.org.*

Monica Fish, Commission Secretary
TEL: (415) 355-3709; FAX: (415) 554-6393

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**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**REGULAR MEETING
APPROVED MINUTES**

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7/16/08
approved
Wednesday, July 16, 2008, 5:00 P.M.

**Department of the Environment
11 Grove Street, Eco Center
San Francisco, CA 94102**

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OCT 16 2008

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COMMITTEE MEMBERS: Commissioners Rodriguez Heyman (Chair); Paul Pelosi Jr. and Matt Tuchow

ORDER OF BUSINESS

1. **Call to Order and Roll Call.** The Operations Committee meeting was called to order at 5:07 p.m.
Present: Chair Rodriguez Heyman and Commissioner Tuchow; Excused: Commissioner Pelosi Jr.
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5. Process Review for Future Grant-making. (Informational Report and Discussion) **SPEAKERS:** Anne Eng, Environmental Justice Program Manager and Alexa Kielty, Residential and Special Projects Recycling Assistant

Ms. Eng introduced Mr. Jerry Bernstein, City College Evans Street Campus, who had applied for a United States Environmental Protection Agency (USEPA) grant to develop a biodiesel training curriculum working with a team of technical consultants. It was explained that the Department of the Environment is a subcontractor administering the training in the environmental justice community.

Ms. Eng presented Committee members with a handout that provides an overview of the Department's Environmental Justice, Zero Waste, and Used Motor Oil Recycling grant programs and the solicitation and evaluation process 071608 SFE Grant Programs Overview and Process. Ms. Eng reported that she had appeared before the Commission in April 2008 seeking approval of environmental justice grants for Fiscal Years 2008-10. A request was made at that meeting for the grant review process to be heard before this

Committee so that the Commission could understand how grant proposals are reviewed, ranked, and to hear suggestions.

Ms. Eng explained that she manages the Environmental Justice grant that is a dedicated fund to address environmental and energy concerns in the Bayview and Potrero neighborhoods. Ms. Eng reported that Request for Proposals (RFP's) are issued every year, that an announcement is distributed to private organizations, local residents and City agencies, and Department staff conducts a workshop called a bidders conference to answer questions about the RFP. It was explained that beginning in Fiscal Year 2006-07, in response to an extensive audit conducted by the Controller's Office, the RFP and grant evaluation process for the three program areas were combined into a single, standardized RFP. Ms. Rosenmoss explained that she had worked on consolidating the grant process and based it on experience working with other city departments and other foundations.

Chair Rodriguez Heyman explained that Commissioner King had expressed his concern at the April Commission meeting that Commissioners were not given the opportunity to become more involved in the grant process and were basically asked to "rubber stamp" their approval based on staff's recommendations. It was stated that the concern was not with revamping the grant process or that inappropriate grantees were approved, but that Commissioners were not given a choice to participate in grant review or have access to the process. Chair Rodriguez Heyman requested that a process be added that would not be too cumbersome for staff that would give Commissioners a choice whether to become engaged in the process and be more fully informed before grants are approved. Additionally, it was requested that grantees be present at the Commission meeting when grants are voted on in order to answer questions.

Ms. Eng stated that within 24-48 hours of receipt of a full set of proposals, a list is provided to Commissioners, grant staff, and the City Attorney's Office of groups that are applying. Also, Commissioners are advised of upcoming RFP's and given an opportunity for discussion before issuance. It was explained that in previous years, Commissioners have served on evaluation panels and have interviewed grant applicants and read proposals. Ms. Kielty advised that Commissioner Gravanis had participated and read all grant applications in the past. It was explained that there is a significant amount of time (approximately 40-50 hours) involved in reading and scoring grant applications, and it would not be effective to have to wait for long periods of time for an evaluation to be completed. Ms. Kielty questioned whether Commissioners had the required amount of time available to them to review grant applications. Chair Rodriguez Heyman recommended that expectations and responsibilities of serving on the panel be clearly stated. Deputy Director Assmann explained that no more than two Commissioners can legally serve on a panel because of quorum issues. Chair Rodriguez Heyman suggested that part of the process should be to invite Commissioners to serve on the panel, which Ms. Eng agreed could be accomplished.

Chair Rodriguez Heyman suggested that (1) once responses to an RFP are received and before the meeting for approval, that Commissioners should receive an email listing the proposals received from which organizations instead of the actual proposals and be asked if they are interested in reviewing any or all of the proposals; (2) potential grantees be asked to appear at the Commission meeting to answer questions; and (3) that a standard process be developed to invite Commissioners to participate in the grant evaluation process. Commissioner Tuchow suggested (1) holding a separate meeting before the approval meeting telling the Commissioners about the numerical ranking for all of the proposals and how choices are made; and (2) staff providing a high-level report for those Commissioners not reviewing proposals at the separate meeting. Ms. Eng explained that at this time, a report is provided to Commissioners at least

three days before the approval meeting. Deputy Director Assmann explained that the Commission has to approve the proposals so it would be appropriate to provide a list and short description of the strongest grant proposals that are under consideration for funding two months before the approval meeting; however, it would not be appropriate to communicate with individual grantees during the process other than at the Commission meeting. Ms. Rosenmoss stated that staff is required to provide a signature that they can't talk about proposals except in the panel and asked whether Commissioners would be required to do the same. Ms. Kielty asked whether a report should be provided on all proposals or just the ones being approved. Chair Rodriguez requested that a report be provided on the grants approved and a list of the ones that were not approved.

Chair Rodriguez Heyman requested that staff debrief offline and present additional ideas on amending the grant making process to address the Commission's concerns about being more informed and provide a staff proposal at the September Commission meeting.

6. Department of the Environment FY 2008-09 Budget Update. (Informational Report and Discussion)
SPEAKER: Joseph Salem, Department Budget Manager

Deputy Director Assmann reported that the handout provided 071608 SFE Submitted Budget FY 2008-09 lists budget information submitted for approval to the Board of Supervisors with two sets of figures (1) a departmental summary and (2) summary of program areas. It was explained that the budget is approved through an annual budget process that consists of a budget hearing before the Board of Supervisors Budget Committee and then hearings by the full Board that approves funding for the year. The Budget Committee had cut the Department budget by \$200,000, and the full Board rarely recommends additional changes, but it does happen. Deputy Director Assmann explained that between annual budget processes, the Department receives grants and goes to the Board of Supervisors separately for approval. Those grants are listed in the budget document (explanatory document above) as "Grants Previously Approved." It was explained that the discrepancy in the budget sheets presented at the last Operations Committee was because the totals for the "Grants Previously Approved" column was included in one summary, but not the other.

Deputy Director Assmann described the first page of the departmental summary that shows the total Department budget expenses, grants approved, grants previously approved, general accounts, impound accounts, and Department revenue. Each section lists the differences between Fiscal Year 2007-08 and Fiscal Year 2008-09. It was explained that the grant budget went down 63% because there is a large three-year grant that is ending this fiscal year, but it is expected that the grant will be renewed at a later time in the fiscal year. Deputy Director Assmann explained that numbers change depending on the timing of when grants are received.

Deputy Director Assmann reported that the second and third pages of the explanatory document shows funding by program areas and differences in funding between the two fiscal years. It was explained that the Administration 7% difference is because the Mayor's Office and the Budget Office has apportioned more cost to other departments; e.g., costs for computer network and hookup increased by 50%; costs for Human Rights Commission increased by 100%. The Energy program area went down by 59% because of the Energy Watch grant that expires mid-fiscal year, but it is expected that a new grant would be in place that would come in mid-year, and the budget would then go up in that area. Urban Forest went down because one of the departments (Planning) that supported the Council last year did not support it this year.

Deputy Director Assmann reported that the budget shows grant money in the fiscal year that it is actually spent; e.g., if a grant is received in January 2008 and not spent until Fiscal Year 2008-09, it would show up in the 2008-09 columns. Chair Rodriguez Heyman asked whether there is a chance that the overall budget would be more than what is approved. Deputy Director Assmann stated it would depend on what is received from the Energy Watch Program. Chair Rodriguez Heyman asked about the difference between the grants column and grants previously approved. Deputy Director Assmann explained that the grants column reflects outside grants that the Department knows about when the budget is submitted; e.g., a grant allocated over the next three fiscal years. The grants previously approved column reflects grants that are not approved at the time the budget was created.

Deputy Director Assmann stated that he would provide updates at each Operations Committee meeting on quarterly expenditures and on grants that are updated monthly. It was reported that the Board of Supervisors would be hearing the Department budget for final approval on July 26.

Public Comment: Mr. Bernstein asked who the Energy Watch grant is from. Deputy Director Assmann reported that it is money from the public goods charge and comes in through an agreement with PG&E.

7. **New Business/Future Agenda Items.** (Discussion). Chair Rodriguez Heyman asked for a future agenda item to discuss the process for adding additional Commissioners. Deputy Director Assmann stated that he would be holding a discussion with Mr. Jason Chan who is the Mayor's Liaison to Commissions and would provide a report at the next Operations Committee meeting. Chair Rodriguez Heyman asked that the full Commission hear an update on solar incentives and the peaker plant issue. Ms. Fish indicated that the solar financing incentives is scheduled for the July 22 Commission meeting, and that a date has not yet been set to provide an update on the peaker plant. Ms. Eng reported that she would be providing an informational report to the Policy Committee on Monday, July 21 to discuss green collar jobs. Chair Rodriguez Heyman inquired about Commissioners attending Policy Committee meetings as it relates to quorum issues. Ms. Fish reported that Commissioners could attend the meeting but not in the capacity of a Commission member. Deputy Director Assmann indicated that oftentimes Policy Committee agenda items are forwarded to the full Commission.
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
9. **Adjournment.** The Operations Committee meeting adjourned at 6:20 p.m.

Monica Fish, Commission Secretary
TEL: (415) 355-3709; FAX: (415) 554-6393

*** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website at http://sfgov.org/site/sfenvironment_meeting.asp?id=61007, (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at Monica.Fish@sfgov.org.*

Monica Fish, Commission Secretary
TEL: (415) 355-3709; FAX: (415) 554-6393

Approved: October 14, 2008

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CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE

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NOTICE OF RESCHEDULED MEETING AND AGENDA

*Tuesday, October 14, 2008, 5:00 P.M.

Department of the Environment Eco-Center

11 Grove Street

San Francisco, CA 94102

OCT - 8 2008

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The Wednesday, October 15, 2008, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment's Operations Committee has been RESCHEDULED to Tuesday, October 14, 2008 at 5:00 p.m.

COMMITTEE MEMBERS: Commissioners Darian Rodriguez Heyman (Chair), Paul Pelosi, Jr., and Matt Tuchow

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the July 16, 2008 Operations Committee Meeting.** (Explanatory Document: July 16, 2008 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Overview of Current Fundraising Efforts.** (Informational Report and Discussion)
5. **Department of the Environment Fiscal Year (FY) 2008-09 Quarterly Budget Update.** (Continued Discussion from the July 16, 2008 Meeting) (Informational Report and Discussion) SPEAKER: Joseph Salem, Department Budget Manager
6. **Budget Process for FY 2009-10.** (Informational Report and Discussion) SPEAKER: Joseph Salem, Department Budget Manager
7. **Status Report on Grants Received.** (Informational Report and Discussion) SPEAKER: Joseph Salem, Department Budget Manager
8. **Update on the Energy Watch Grant Progress and Future Prospects.** (Informational Report and Discussion) SPEAKERS: Ann Kelly, Energy Efficiency Manager and Cal Broomhead, Energy Manager
9. **Electrical Vehicle Charging--Update on possible strategies for San Francisco.** (Informational Report and Discussion) Speaker: Bob Hayden, Transportation Manager
10. **New Business/Future Agenda Items.** (Discussion)
11. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
12. **Adjournment.**

Monica Fish, Commission Secretary
TEL: (415) 355-3709; FAX: (415) 554-6393

The next Operations Committee meeting is scheduled for Wednesday, January 21, 2009 at 5:00 p.m.

** Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Committee's website, (3) by following the links by each agenda item above, (4) upon request to the Commission Secretary, at telephone number 415-355-3709, or (5) via e-mail at Monica.Fish@sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Operations Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link as links to the agenda or meeting minutes (by item).

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Commission on the Environment Operations Committee Meeting will be held at the Department of the Environment, 11 Grove Street, in the Civic Center area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for further information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2nd Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Committee, the Commission Secretary and the public.

CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE

RESCHEDULED MEETING
DRAFT MINUTES

Tuesday, October 14, 2008, 5:00 P.M.

Department of the Environment
11 Grove Street, Eco Center
San Francisco, CA 94102

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*The Wednesday, October 15, 2008, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment's Operations Committee was RESCHEDULED to Tuesday, October 14, 2008 at 5:00 p.m.

COMMITTEE MEMBERS: Commissioners Rodriguez Heyman (Chair); Paul Pelosi Jr. and Matt Tuchow

ORDER OF BUSINESS

1. **Call to Order and Roll Call.** The Operations Committee meeting was called to order at 5:08 p.m.
Present: Chair Rodriguez Heyman, Commissioners Pelosi Jr. and Tuchow (5:15).
2. **Approval of Minutes of the July 16, 2008 Operations Committee Meeting.** (Discussion and Action)
Upon Motion by Commissioner Pelosi Jr. and second by Chair Rodriguez Heyman, without objection, the July 16, 2008 Meeting Minutes were approved as written (Absent: Commissioner Tuchow) (Explanatory Document: July 16, 2008 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=84866).
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

Item 6 was heard before Items 4 and 5. Item 5 was heard before Item 4. Items 4 and 7 were heard together.

4. **Overview of Current Fundraising Efforts.** (Explanatory Documents Distributed in Committee Meeting: Grants List 1 <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/Grants.pdf> and Grant List 2 <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/Grants2.pdf>) Mr. Joseph Salem, Budget Manager, provided an overview of the Department's current fundraising efforts and reported that Ms. Shawn Rosenmoss, Grants Manager, would be presenting on this topic in the future. Mr. Salem distributed a handout identifying the funder, department program the proposed grant would be allocated to, proposed grant description, amount requested, granted amount, and grant duration. Mr. Salem explained that the handout reflects (1) grants that have been awarded shown by a dollar amount in the granted column; (2) grants that have been submitted but have not yet been awarded shown by a blank space in the granted column; and (3) grants that no funds were received for shown by a '0' in the granted column.

Chair Rodriguez Heyman recommended revising the format of the explanatory document so that grants are listed into three categories in order of importance (1) pending grants; (2) approved grants; and (3) declined grants and to add totals. Chair Rodriguez Heyman inquired whether it would be helpful for Commissioners

to contact specific grantees. President Pelosi Jr. stated that he would also assist in this effort. Mr. Salem indicated that he would ask Ms. Rosenmoss to provide a prioritized list of grantees to contact.

5. Department of the Environment Fiscal Year (FY) 2008-09 Quarterly Budget Update. (Continued Discussion from the July 16, 2008 Meeting) (Informational Report and Discussion) SPEAKER: Mr. Joseph Salem, Department Budget Manager. (Explanatory Documents Distributed in Committee Meeting: 1st Quarter Budget Summary by Fund for Fiscal Year 08-09

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/1stQtrBudgetSummarybyFund.pdf> and 1st Quarter Budget Summary by Program for Fiscal Year 2008-09

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/1stQtrBudgetSummarybyProgram.pdf>). Mr. Salem reported that the two explanatory documents describe the budget for the first quarter of Fiscal Year 2008-09 categorized by (1) program area and (2) by fund. It was explained that there has been no overspending in any areas, and that there is actually under-spending that would be made up in the second, third, and fourth quarters. It is expected that by the fourth quarter, all targets would be met. Mr. Salem discussed budget allocations for program areas and explained that any budget negative amounts or discrepancies were due to process and timing issues that have since been resolved.

6. Budget Process for FY 2009-10. (Informational Report and Discussion) SPEAKER: David Assmann, Deputy Director

Deputy Director Assmann explained the budget process for Fiscal Year 2009-10 as follows:

- The Mayor issues budget guidelines in early November.
- The Department then goes through an internal budget process that involves each program area submitting their budget which is later combined centrally into one Department budget. Internal guidelines are scheduled to be issued in early December.
- The first draft budget would be ready by the end of December.
- The budget would be presented to the Commission Operations Committee for approval at their January 21, 2009 meeting and then to the full Commission for approval at their January meeting.
- The budget would be submitted to the Mayor's Office on February 21. There would be a month of discussions between the Mayor's Office and the Department.
- The budget is finalized and is submitted to the Board of Supervisors for their approval. The Board of Supervisors groups their hearings by general fund and enterprise departments. The Department does not fall into either category but is grouped into the enterprise department hearings in May.
- Two hearings are scheduled before the Board of Supervisors. The Board of Supervisors approves the final budget in June.

Chair Rodriguez Heyman inquired why the Department has to go through the budget process if the bulk of funding is received from the impound account and grants. Deputy Director Assmann reported that no matter where the source of the money is derived, the Mayor and the Board of Supervisors still has control of what is approved and not approved. Mr. Salem explained that the Department receives funding from other City departments to support certain programs, and that this funding can be controlled by the Mayor and Board of Supervisors. Deputy Director Assmann explained that in the case of grant spending, the Mayor and Board can't change the intent of what the grant is for, but they can decide on position approval or anything that goes along with the budget. It was explained that critical budget meetings would be held in January, and that would be the best time to raise questions and go through the process that needs further

explanation. Deputy Director Assmann indicated that it is possible that the budget that is finalized in January may get changed by the Board of Supervisors and Mayor.

7. **Status Report on Grants Received.** (Informational Report and Discussion) **SPEAKER:** Joseph Salem, Department Budget Manager. Mr. Salem distributed a list of grants (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/Grants2.pdf> that had been received by the Department categorized by program area allocation, project, amount granted, available balance remaining, start and stop date, and funder name. This agenda item was heard at the same time as Agenda Item 4.

Item 9 was heard before Item 8.

8. **Update on the Energy Watch Grant Progress and Future Prospects.** (Informational Report and Discussion) **SPEAKERS:** Ann Kelly, Energy Efficiency Manager and Cal Broomhead, Energy Manager

Mr. Broomhead stated that the energy efficiency program for the past five years has been in a reactive mode to opportunities from the state. The first one was an unprecedented \$10 million that became available to the City from the State Legislature that was split with the City of Berkeley as part of an energy emergency bill. The state required that (1) \$8 million of that money be used in one year; (2) they wanted it to serve the small business sector only; and 3) it was supposed to be for lighting projects only. It was the first time that a local government had run such a program which had previously always been run by utilities. It was a precedent that PG&E and other utilities were not happy about, and they would have wanted to stop the program if they could. The funding for this program was not derived from rate payers. The program which served over 4000 small businesses in San Francisco took 15 months to complete and a three-month extension had been granted.

Mr. Broomhead reported that subsequent to the program mentioned above, in order to receive ratepayer funding to run energy efficiency programs, the Department was placed into a partnership with PG&E as a subcontractor. However, PG&E did not want to provide funding for anything other than paying part-time staff to attend meetings while they did all the work. Ms. Kelly was responsible for part of the negotiation to acquire over \$1 million for City staff to provide marketing, quality control, and to search for contractors to participate in the program. The program was reasonably successful as it achieved 12 megawatts of the 16 megawatt energy reduction goal. Mr. Broomhead explained the difficulty in working with PG&E as its infrastructure was not set up to work with a local government in order to achieve City program objectives.

Mr. Broomhead explained that the Energy Watch program originated in 2003 and went through December 2005, and then was extended for another three-year cycle from 2006-2008. From the \$11.5 million allocated to the 2006-08 program the Department received \$10.7 million to do programs of our definition. However, the programs are still operating under state rules and PG&E's administrative structure which restricts what can be done. Mr. Broomhead stated that the Department's program has remained largely a commercial program because the rules of the state have cost-effectiveness criteria attached to everything that is done. Everything is pre-designated and pre-assigned as to how much energy savings would be achieved, which works well in the commercial sector, but once you get into the single-family sector, the amount of savings is too small for the amount of cost that it takes to go after that savings. As a result, most of the programs statewide have gone out for the larger customers as transaction costs are smaller. Mr. Broomhead stated that the Energy Watch program does include a multi-family program.

Ms. Ann Kelly, Energy Efficiency Manager, reported that the Energy Watch program is a program that runs in three-year cycles. The 2006-08 cycle ends in December, and a contract is being negotiated for the 2009-11 program cycle. Ms. Kelly discussed Energy Watch program topics that include: (Explanatory Document: San Francisco's Energy Efficiency Program Presentation:

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/SFEnergyEfficiencyProgram.pdf>.)

- 2006-08 Energy Watch Budget of \$11.5 million that includes \$10.7 million funding for the Department to run the program and includes administration, audits, analysis, and customer service. \$5.1 million of the \$10.7 million is for incentives for participants of the program. The remaining \$800,000 is for PG&E.
- 2006-08 Assigned Energy Savings Goals.
- Program elements for the Small Business Direct Install program for lighting and refrigeration that is administered by Ecology Action, the implementing contractor. Outreach and marketing efforts were described.
- Program elements for Commercial and Multifamily PLUS programs for lighting, refrigeration, heating and cooling, food service, hot water, and computer networks. Staff and ICF are providing implementation support of this program that includes administration, marketing, outreach, presentations, and training of vendors and contractors.
- Small Business Direct, Commercial and Multifamily PLUS, and full San Francisco Energy Watch Energy savings goals, number of installations, average annual savings, total project costs, total program incentives paid, incentives as a percentage project costs to date, estimated total energy savings, and total CO2 reduction to date.
- Program Schedule—the end of the current cycle is December 31, 2008. The next cycle starts on January 1, 2009, and bridge funding would be administered until a decision is made by the California Public Utilities Commission in mid-2009. The new programs would start in 90 days.
- Other potential funding mechanisms through the Federal Agency Policy Act 2007 and Federal Climate Initiatives that would provide an opportunity for additional proactive programs other than ones being currently administered.

Chair Rodriguez Heyman inquired what the Commissioners could do to support this program. Ms. Kelly stated that Commissioners could provide customer referrals to the Department. Chair Rodriguez Heyman recommended focusing on the 10 or 20 largest users of energy particularly in commercial. Mr. Broomhead explained that information is confidential and is not available to the department unless a waiver is signed by the customer.

Additional information on the Energy Watch program can be accessed in the San Francisco's Energy Efficiency Program Presentation explanatory document
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/SFEnergyEfficiencyProgram.pdf>.

9. Electrical Vehicle Charging--Update on possible strategies for San Francisco. (Informational Report and Discussion) Speaker: Bob Hayden, Transportation Manager

Transcript of presentation: Commissioner Pelosi asked Mr. Hayden to describe his background in this field. Mr. Hayden introduced himself as a consultant with the Department of the Environment working for several years on clean vehicle technology matters. His background includes decades of working on alternative fuel vehicle programs. Mr. Hayden stated that he was formerly the Executive Director of the Electric Vehicle Association of the Americas, a national association of all of the companies developing electric vehicle systems. This agency is now called the Electric Drive Transportation Association which used to be in San Francisco, and is now housed in Washington D.C. Mr. Hayden has continued to work as a consultant in the field of advanced technology vehicles in San Francisco.

Mr. Hayden discussed the process that is being undertaken currently related to electric vehicles in the City is a continuation of programs and direction that have been taken by the City for a couple of decades. Since 1999, an Ordinance has been in place that calls for the City fleet to use alternative fuel vehicles with the highest priority being placed on zero emission vehicles, which primarily means electric vehicles. There has been an effort by the City going back a decade and a half to take advantage of the first round of electric vehicle technologies that were being produced primarily by the major auto companies and some independent companies as well. There was a first effort at putting in some of the charging systems to support those electric vehicles that you can still see in place in the Civic Center Garage that services the City's electric vehicle fleet. It was explained that the City's fleet has nine battery electric RAV 4s that are serviced at the Civic Center garage. There are over 100 small neighborhood electric vehicles used by the City for mainly not in City road settings, but in the Presidio, parks and low-speed situations.

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Chair Rodriguez Heyman inquired about Mr. Hayden's statement that the use and popularity of battery driven electric-powered vehicles has declined, and asked if that had been replaced with any type of system. Mr. Hayden explained that the resurgence is through battery systems. The first is hybrid technology, which combines battery and an internal combustion engine. Now the direction is to move into plug-in hybrid technology, which extends the range of the all battery capacity of a hybrid. In addition to that, there is a renewed interest in full battery technology. The other electric vehicle that has had a lot of attention and is still being worked on and still has had a lot of potential for the long term are the fuel cell and hydrogen vehicles, which is a different infrastructure and fuel system than battery.

Commissioner Tuchow inquired about the stats on hybrid vehicles in the City fleet. Mr. Hayden explained that the two types of alternative fuel vehicles that the City fleet has a high number of are Compressed National Gas (CNG) vehicles and hybrids, e.g., Civics, Prius and Ford Escape, and the number of hybrids

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- 10. New Business/Future Agenda Items.** (Discussion). Deputy Director Assmann reported that the 2009-10 Budget would be heard at the January meeting for recommendation to the Commission.
- 11. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 12. Adjournment.** The Operations Committee meeting adjourned at 6:30 p.m.

Monica Fish, Commission Secretary
TEL: (415) 355-3709; FAX: (415) 554-6393

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**CITY AND COUNTY OF SAN FRANCISCO
COMMISSION ON THE ENVIRONMENT
OPERATIONS COMMITTEE**

**RESCHEDULED MEETING
APPROVED MINUTES**

**Tuesday, October 14, 2008, 5:00 P.M.
Department of the Environment
11 Grove Street, Eco Center
San Francisco, CA 94102**

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***The Wednesday, October 15, 2008, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment's Operations Committee was RESCHEDULED to Tuesday, October 14, 2008 at 5:00 p.m.**

COMMITTEE MEMBERS: Commissioners Rodriguez Heyman (Chair); Paul Pelosi Jr. and Matt Tuchow

ORDER OF BUSINESS

- 1. Call to Order and Roll Call.** The Operations Committee meeting was called to order at 5:08 p.m.
Present: Chair Rodriguez Heyman, Commissioners Pelosi Jr. and Tuchow (5:15).
- 2. Approval of Minutes of the July 16, 2008 Operations Committee Meeting.** (Discussion and Action)
Upon Motion by Commissioner Pelosi Jr. and second by Chair Rodriguez Heyman, without objection, the July 16, 2008 Meeting Minutes were approved as written (Absent: Commissioner Tuchow) (Explanatory Document: July 16, 2008 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=84866).
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

Item 6 was heard before Items 4 and 5. Item 5 was heard before Item 4. Items 4 and 7 were heard together.

- 4. Overview of Current Fundraising Efforts.** (Explanatory Documents Distributed in Committee Meeting: Grants List 1 <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/Grants.pdf> and Grant List 2 <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/Grants2.pdf>) Mr. Joseph Salem, Budget Manager, provided an overview of the Department's current fundraising efforts and reported that Ms. Shawn Rosenmoss, Grants Manager, would be presenting on this topic in the future. Mr. Salem distributed a handout identifying the funder, department program the proposed grant would be allocated to, proposed grant description, amount requested, granted amount, and grant duration. Mr. Salem explained that the handout reflects (1) grants that have been awarded shown by a dollar amount in the granted column; (2) grants that have been submitted but have not yet been awarded shown by a blank space in the granted column; and (3) grants that no funds were received for shown by a '0' in the granted column.

Chair Rodriguez Heyman recommended revising the format of the explanatory document so that grants are listed into three categories in order of importance (1) pending grants; (2) approved grants; and (3) declined grants and to add totals. Chair Rodriguez Heyman inquired whether it would be helpful for Commissioners

to contact specific grantees. President Pelosi Jr. stated that he would also assist in this effort. Mr. Salem indicated that he would ask Ms. Rosenmoss to provide a prioritized list of grantees to contact.

5. Department of the Environment Fiscal Year (FY) 2008-09 Quarterly Budget Update. (Continued Discussion from the July 16, 2008 Meeting) (Informational Report and Discussion) **SPEAKER:** Mr. Joseph Salem, Department Budget Manager. (Explanatory Documents Distributed in Committee Meeting: 1st Quarter Budget Summary by Fund for Fiscal Year 08-09

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/1stQtrBudgetSummarybyFund.pdf> and 1st Quarter Budget Summary by Program for Fiscal Year 2008-09

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/1stQtrBudgetSummarybyProgram.pdf>). Mr. Salem reported that the two explanatory documents describe the budget for the first quarter of Fiscal Year 2008-09 categorized by (1) program area and (2) by fund. It was explained that there has been no overspending in any areas, and that there is actually under-spending that would be made up in the second, third, and fourth quarters. It is expected that by the fourth quarter, all targets would be met. Mr. Salem discussed budget allocations for program areas and explained that any budget negative amounts or discrepancies were due to process and timing issues that have since been resolved.

6. Budget Process for FY 2009-10. (Informational Report and Discussion) **SPEAKER:** David Assmann, Deputy Director

Deputy Director Assmann explained the budget process for Fiscal Year 2009-10 as follows:

- The Mayor issues budget guidelines in early November.
- The Department then goes through an internal budget process that involves each program area submitting their budget which is later combined centrally into one Department budget. Internal guidelines are scheduled to be issued in early December.
- The first draft budget would be ready by the end of December.
- The budget would be presented to the Commission Operations Committee for approval at their January 21, 2009 meeting and then to the full Commission for approval at their January meeting.
- The budget would be submitted to the Mayor's Office on February 21. There would be a month of discussions between the Mayor's Office and the Department.
- The budget is finalized and is submitted to the Board of Supervisors for their approval. The Board of Supervisors groups their hearings by general fund and enterprise departments. The Department does not fall into either category but is grouped into the enterprise department hearings in May.
- Two hearings are scheduled before the Board of Supervisors. The Board of Supervisors approves the final budget in June.

Chair Rodriguez Heyman inquired why the Department has to go through the budget process if the bulk of funding is received from the impound account and grants. Deputy Director Assmann reported that no matter where the source of the money is derived, the Mayor and the Board of Supervisors still has control of what is approved and not approved. Mr. Salem explained that the Department receives funding from other City departments to support certain programs, and that this funding can be controlled by the Mayor and Board of Supervisors. Deputy Director Assmann explained that in the case of grant spending, the Mayor and Board can't change the intent of what the grant is for, but they can decide on position approval or anything that goes along with the budget. It was explained that critical budget meetings would be held in January, and that would be the best time to raise questions and go through the process that needs further

explanation. Deputy Director Assmann indicated that it is possible that the budget that is finalized in January may get changed by the Board of Supervisors and Mayor.

7. **Status Report on Grants Received.** (Informational Report and Discussion) SPEAKER: Joseph Salem, Department Budget Manager. Mr. Salem distributed a list of grants (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/Grants2.pdf> that had been received by the Department categorized by program area allocation, project, amount granted, available balance remaining, start and stop date, and funder name. This agenda item was heard at the same time as Agenda Item 4.

Item 9 was heard before Item 8.

8. **Update on the Energy Watch Grant Progress and Future Prospects.** (Informational Report and Discussion) SPEAKERS: Ann Kelly, Energy Efficiency Manager and Cal Broomhead, Energy Manager

Mr. Broomhead stated that the energy efficiency program for the past five years has been in a reactive mode to opportunities from the state. The first one was an unprecedented \$10 million that became available to the City from the State Legislature that was split with the City of Berkeley as part of an energy emergency bill. The state required that (1) \$8 million of that money be used in one year; (2) they wanted it to serve the small business sector only; and 3) it was supposed to be for lighting projects only. It was the first time that a local government had run such a program which had previously always been run by utilities. It was a precedent that PG&E and other utilities were not happy about, and they would have wanted to stop the program if they could. The funding for this program was not derived from rate payers. The program which served over 4000 small businesses in San Francisco took 15 months to complete and a three-month extension had been granted.

Mr. Broomhead reported that subsequent to the program mentioned above, in order to receive ratepayer funding to run energy efficiency programs, the Department was placed into a partnership with PG&E as a subcontractor. However, PG&E did not want to provide funding for anything other than paying part-time staff to attend meetings while they did all the work. Ms. Kelly was responsible for part of the negotiation to acquire over \$1 million for City staff to provide marketing, quality control, and to search for contractors to participate in the program. The program was reasonably successful as it achieved 12 megawatts of the 16 megawatt energy reduction goal. Mr. Broomhead explained the difficulty in working with PG&E as its infrastructure was not set up to work with a local government in order to achieve City program objectives.

Mr. Broomhead explained that the Energy Watch program originated in 2003 and went through December 2005, and then was extended for another three-year cycle from 2006-2008. From the \$11.5 million allocated to the 2006-08 program the Department received \$10.7 million to do programs of our definition. However, the programs are still operating under state rules and PG&E's administrative structure which restricts what can be done. Mr. Broomhead stated that the Department's program has remained largely a commercial program because the rules of the state have cost-effectiveness criteria attached to everything that is done. Everything is pre-designated and pre-assigned as to how much energy savings would be achieved, which works well in the commercial sector, but once you get into the single-family sector, the amount of savings is too small for the amount of cost that it takes to go after that savings. As a result, most of the programs statewide have gone out for the larger customers as transaction costs are smaller. Mr. Broomhead stated that the Energy Watch program does include a multi-family program.

Ms. Ann Kelly, Energy Efficiency Manager, reported that the Energy Watch program is a program that runs in three-year cycles. The 2006-08 cycle ends in December, and a contract is being negotiated for the 2009-11 program cycle. Ms. Kelly discussed Energy Watch program topics that include: (Explanatory Document: San Francisco's Energy Efficiency Program Presentation:

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/SFEnergyEfficiencyProgram.pdf>.)

- 2006-08 Energy Watch Budget of \$11.5 million that includes \$10.7 million funding for the Department to run the program and includes administration, audits, analysis, and customer service. \$5.1 million of the \$10.7 million is for incentives for participants of the program. The remaining \$800,000 is for PG&E.
- 2006-08 Assigned Energy Savings Goals.
- Program elements for the Small Business Direct Install program for lighting and refrigeration that is administered by Ecology Action, the implementing contractor. Outreach and marketing efforts were described.
- Program elements for Commercial and Multifamily PLUS programs for lighting, refrigeration, heating and cooling, food service, hot water, and computer networks. Staff and ICF are providing implementation support of this program that includes administration, marketing, outreach, presentations, and training of vendors and contractors.
- Small Business Direct, Commercial and Multifamily PLUS, and full San Francisco Energy Watch Energy savings goals, number of installations, average annual savings, total project costs, total program incentives paid, incentives as a percentage project costs to date, estimated total energy savings, and total CO2 reduction to date.
- Program Schedule—the end of the current cycle is December 31, 2008. The next cycle starts on January 1, 2009, and bridge funding would be administered until a decision is made by the California Public Utilities Commission in mid-2009. The new programs would start in 90 days.
- Other potential funding mechanisms through the Federal Agency Policy Act 2007 and Federal Climate Initiatives that would provide an opportunity for additional proactive programs other than ones being currently administered.

Chair Rodriguez Heyman inquired what the Commissioners could do to support this program. Ms. Kelly stated that Commissioners could provide customer referrals to the Department. Chair Rodriguez Heyman recommended focusing on the 10 or 20 largest users of energy particularly in commercial. Mr. Broomhead explained that information is confidential and is not available to the department unless a waiver is signed by the customer.

Additional information on the Energy Watch program can be accessed in the San Francisco's Energy Efficiency Program Presentation explanatory document
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/oc/supporting/2008/SFEnergyEfficiencyProgram.pdf>.

9. Electrical Vehicle Charging--Update on possible strategies for San Francisco. (Informational Report and Discussion) Speaker: Bob Hayden, Transportation Manager

Transcript of presentation: Commissioner Pelosi asked Mr. Hayden to describe his background in this field. Mr. Hayden introduced himself as a consultant with the Department of the Environment working for several years on clean vehicle technology matters. His background includes decades of working on alternative fuel vehicle programs. Mr. Hayden stated that he was formerly the Executive Director of the Electric Vehicle Association of the Americas, a national association of all of the companies developing electric vehicle systems. This agency is now called the Electric Drive Transportation Association which used to be in San Francisco, and is now housed in Washington D.C. Mr. Hayden has continued to work as a consultant in the field of advanced technology vehicles in San Francisco.

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Approved: February 4, 2009

